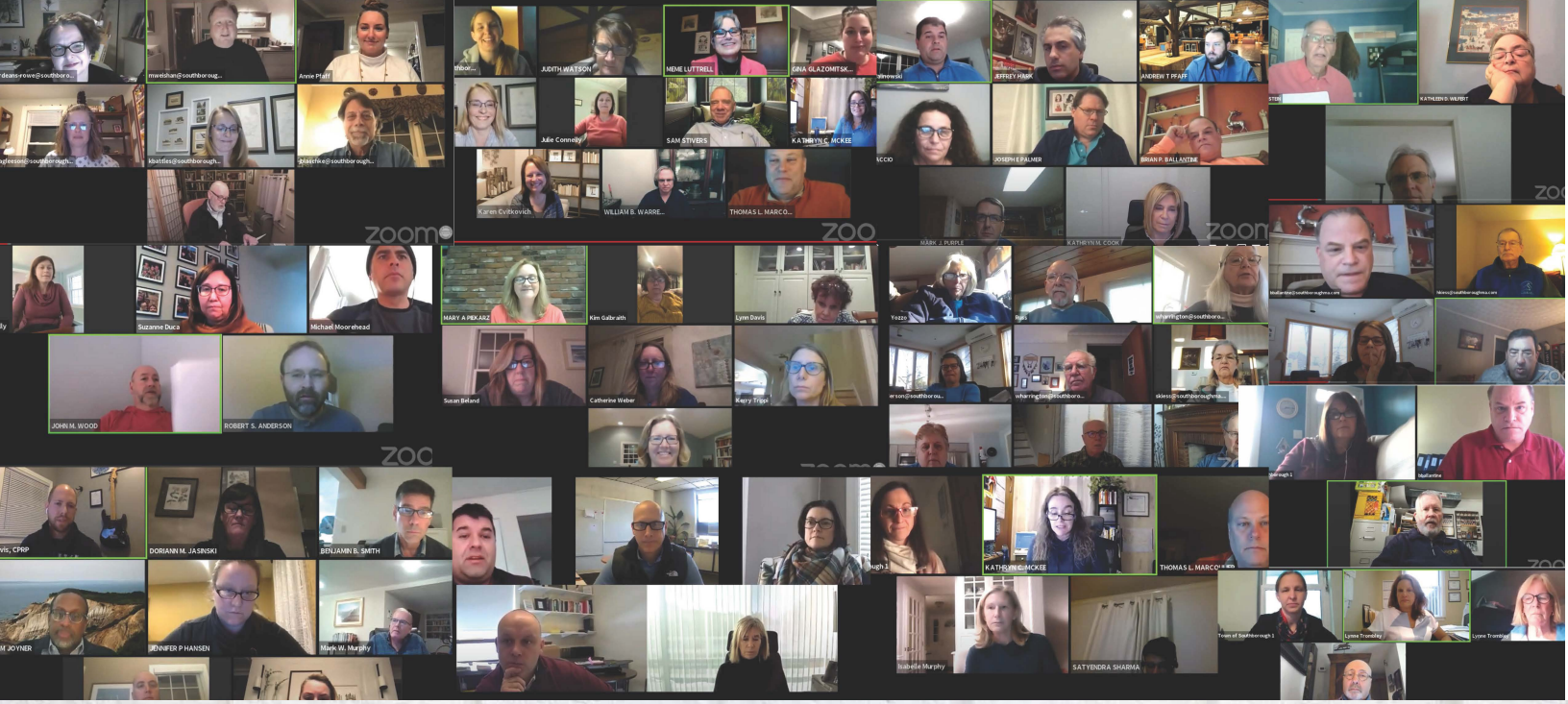


SOUTHBOROUGH MASSACHUSETTS 2020 ANNUAL TOWN REPORT



ON THE COVER

Virtual meetings became the "norm" out of absolute necessity during the 2020 pandemic, and continue into 2021. Members of Boards and Committees and Town employees quickly adjusted and used the Zoom platform as a way to continue with important town business while also keeping residents informed and engaged.



"Change is the only constant in life.
Ones ability to adapt to those changes
will determine your success in life."
- *Benjamin Franklin*

Many thanks to all the Departments, Committees, Boards
and Commissions for submitting your reports timely.

Dedication Contribution: Lisa Braccio, Vanessa Hale

Report compiled and formatted by: Lori Esposito

Front Cover:
Katie Barry
Lori Esposito

One Hundred Forty-Seventh

ANNUAL REPORT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Year Ending

December 31, 2020

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The 2020 Annual Report of the Town of Southborough is dedicated to

Arthur Holmes

1928-2020



As December came to pass, so too did the life of Arthur Holmes. C.S. Lewis said "Integrity is doing the right thing, even when no one is watching." So many of Arthur's colleagues and friends noted that he was a man of principle who was extremely dedicated to his profession. In addition, he was known for putting a softer edge on challenging decisions and hard times.

Naming what he did in his job is the easy part. Arthur was a member of the Board of Assessors, served as Southborough's first full-time Assessor, was an extremely active member of his county, state and national association and an esteemed colleague to so many. In between all of those assignments lies the story of nearly six decades of service to the Southborough community. Yet his expertise was often sought by others. He could not resist lending a hand whenever asked, and went on to serve on the Board of Assessors in both Framingham and Northborough, for a total of a mere 41 years collectively. Although the databases the assessing field depends on now were a figment of our imagination in 1964, he could see that technology would be the wave of the future and set to persuading others that it would be more precise and was a prudent expense. In fact, Southborough was the pilot community for the CAMA system as a result. Being in on this trend from the ground floor was something he cherished.

As a department head, his habit of always following up with inquiries and lending a helping hand would become customary, and one that is emulated every day. The methods and mantra of superior customer service under Arthur's tenure is one we all look to carry on in his honor. For Arthur, his affability and generosity did not stop there. Every Town employee for the last several decades will remember his infamous chili parties every January at the Town House with a smile. His "Town House" family was just another example of a group he was very proud to be associated with and wanted to reward with a kindness. Within the state association, he was a tremendous mentor for all those across the Commonwealth. This started at home with his own staff and his unwavering support for their education and certification through the Massachusetts Association of Assessing Officers. He was stunned and saddened with the untimely death of Deputy Assessor Patrice Kline several years ago and worked to sponsor a scholarship in her name for the certification program. Arthur knew sadness and tragedy in his life as well, but he never let it beat him down. Even as recently as a few weeks before his death, he was bound and determined to participate in the Board of Assessors meeting in mid-November, pandemic or not! And once again, even though he was frail and required assistance, he was there to lend his expertise but most especially, his smile and always cheerful demeanor. On behalf of our community, a profile of Arthur Holmes must acknowledge his local as well as national service, as a veteran of World War II. Bravo Arthur.



The 2020 Annual Report of the Town of Southborough is also co-dedicated to

Our First Responders and Health Board

2020 finally closed out, the Southborough community was still reeling from a challenging and chaotic year. However, a community that was first settled in 1660 has proved over many decades how formidable it can be. On behalf of the Board of Selectmen, we extol our deepest appreciation to our first responders and local health team. These folks include the members of our Fire and Police departments, the staff at the Board of Health, the elected members of our Board of Health, the volunteers that make up our medical reserve corps and so many others. Special kudos to COA Nurse Leslie Chamberlin who was at the helm when the pandemic first hit our Commonwealth. Leslie's calm demeanor, superb professionalism and medical knowledge enabled her to advise our team with aplomb.



Leslie Chamberlin holding our first COVID update on March 16, 2020, outside the Town House before staff was dispatched to start working remotely.

There are a few people we would like to highlight. Emily Amico first met with our team in early 2020 to discuss the position of Public Health Nurse. Little did she know when she offered to start her position earlier than planned what an overwhelming task managing COVID would be. We cannot underestimate our appreciation to Emily for the guidance, tutelage, endless updates and countless hours [triple the hours she was hired for as a part-time employee] she gave to our organization and residents to calm their fears and keep Southborough on top of this crisis. Her professionalism and dedication were indeed laudable.

Although our Town buildings closed to the public in March 2020, our staff continued to deliver critical services and provide as many online resources as available, many from their homes working far beyond their normal posted hours. Frank, Mike and Ron from our Facilities Department hit the ground running and have done so every day since. They always used the most tried and true cleanliness methods, but transitioned overnight to new evidence and epidemiology guidance, and have kept us all very safe which we so appreciate.

Fire Chief Achilles reflected that "the department had to implement numerous personal protective measures and strategies to ensure safe and continuous operations." It goes without saying that as an essential emergency service, the department was able to maintain staffing and response capabilities over the course of the year; even when department members were directly impacted by the virus. The commitment and dedication of all department members will long be remembered. Bravo to our Fire Department personnel who quickly transitioned into vaccinators so our residents would be at ease with a familiar face in times of anxiety. As noted by our Council on Aging Nurse Leslie Chamberlin, the pandemic was torturous for many, but it also brought out the humanity in this community where we thought about others, joined to assist the Food Pantry and other emergency funds, sought ways to keep our elderly residents engaged so they were less lonely while keeping safe and congregated in the most creative ways [even the Dull Men's Club went viral with Zoom sessions from Florida!]. The definition of community references a "common character or social state or condition." We are indebted to all of our employees and officials who persevered this year, boldly adapted to new requirements and illustrated how stalwart this community is, 294 years after its formal incorporation.

"Be safe, be smart, be kind" -Dr. Ghebreyesus

In Memoriam

John Bartolini	January 3rd
John Callinan	January 3rd
Salvatore Capizzi	January 12th
Edward Belloli	February 8th
Lidia Kiley	February 9th
Elizabeth Connell	February 10th
Christina Dishman	February 12th
Gregory Polanik	February 26th
Carlene Haughey	February 29th
William Lowe	March 3rd
Carol Fallon	March 13th
Pauline Cipriano	March 29th
Zhigang Fu	April 4th
Thomas Conlin	April 7th
Richard Rossi	April 22nd
Caroline Pessini	April 29th
Donald Leavitt	May 2nd
Lorraine Fricault	May 7th
Emil Miller	May 16th
Joan Misener	June 4th
Christopher Dugan	June 7th
Gloria Abu	June 11th
Barbara Ackley	June 13th
Albert Marsocci	June 21st
Ramon Altamirano	June 23rd
Donald Tremblay	June 24th
Walter Grant	July 22nd
Joan Pinsky	August 4th
John Mauro	August 8th
Steven Gould	August 8th
Joan Lindeman	August 16th
Michael Wynne	August 25th
Melvin Kizner	August 26th
Patricia Sullivan	September 8th
Josephine Bertonazzi	September 10th
John Quinn	September 23rd
Carol Lawrence	October 13th
Deborah Foley	October 18th
Thomas Sturiale	November 14th
Edna Chesna	November 16th
Gary Drake	November 20th
Redio Bartolini	November 23rd
Ronald Follo	December 5th
Lillian Boiani	December 7th
Carol Mello	December 7th
Anne Ingham	December 11th
William Wilcox	December 17th
Theresa Ferreira	December 18th
David Gould	December 26th
Arthur Holmes	December 28th

Southborough, MA

WORCESTER COUNTY

Area
13.79 square miles
68.12 miles of town roads
10.72 miles of state roads

Population
10,596*

Tax Rate
$16.66

Form of Government
Open Town Meeting; Board of Selectmen

*Based on Town Clerk's most recent census data

Southborough At A Glance

Southborough is a town in Worcester County, Massachusetts. It incorporates the smaller villages of Cordaville, Fayville, and Southville. Its name is often informally shortened to Southboro, a usage seen on many area signs and maps, though officially rejected by town ordinance.

First settled in 1660 and officially incorporated July 6, 1727, land use now is primarily residential, with substantial open space. A tenth of the town's area is flooded by the Sudbury Reservoir. Light industrial land use is concentrated along main roads, primarily MA Route 9, and there are several small business districts in the villages and along Route 9S.[1]

SOUTHBOROUGH TOWN HOUSE
Hours: Monday, Wednesday, Thursday 8am - 5pm | Tuesday 8am - 7pm |
Friday 8am - 12 Noon

tel: (508) 485-0710 | f: (508) 480-0161
www.southboroughma.com

Town House
17 Common Street

Public Library
25 Main Street

Public Safety
Police Department: 32 Cordaville Road
Fire Department & Emergency Ambulance Service: 32 Cordaville Road

Recreation
South Union Building, 21 Highland Street

Schools

Elementary Schools:
- Mary E. Finn School, 60 Richards Road
- Albert S. Woodward Memorial School, 28 Cordaville Road
- Margaret A. Neary School, 53 Parkerville Road
- P. Brent Trottier Middle School, 49 Parkerville Road

High Schools:
- Algonquin Regional, 79 Bartlett Street, Northborough
- Assabet Valley Regional Vocational, 215 Fitchburg Street, Marlborough

Private Schools:
- St. Mark's School, 25 Marlboro Road
- Fay School, 48 Main Street

Fun Fact: In 1898 the Fayville Dam was constructed to produce several reservoirs to supply a growing Boston with water. As a result, manufacturing vanished, and Southborough did not see substantial growth until the high-tech boom of the 1970s.[2]

1. "Southborough, Massachusetts." *Wikipedia*, Wikimedia Foundation, 17 Jan. 2019, en.wikipedia.org/wiki/Southborough_Massachusetts
2. Southborough Massachusetts Facts for Kids, *Kiddle Encyclopedia*, 21 Nov. 2019, https://kids.kiddle.co/2010_United_States_Census

OFFICERS OF THE UNITED STATES OF AMERICA

As of January 21, 2021

President ..... Joseph R. Biden Jr.

Vice President ..... Kamala Harris

U. S. Senators in Congress ..... Edward J. Markey and Elizabeth A. Warren

U. S. Representative in Congress, Fifth District ..... Katherine M. Clark

STATE OFFICIALS

Governor ..... Charles D. Baker

Lieutenant Governor ..... Karyn E. Polito

Secretary of State ..... William Francis Galvin

Attorney General ..... Maura Healey

Treasurer ..... Deborah B. Goldberg

Auditor ..... Suzanne M. Bump

Governor's Councillor, Third District ..... Marilyn M. Petitto Devaney

State Senator in General Court, Middlesex and Worcester District ..... James B. Eldridge

State Representative, 8th Middlesex District ..... Carolyn C. Dykema

COUNTY AND DISTRICT OFFICIALS

District Attorney, Middle District ..... Joseph D. Early, Jr.

Worcester Regional Retirement System ..... Kevin P. Blanchette

Register of Probate, Worcester County ..... Stephanie K. Fattman

Register of Deeds, Worcester District ..... Katherine A. Toomey

Clerk of Courts, Worcester County ..... Susan Braniecki

Town Officers

ELECTED OFFICIALS

ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL DISTRICT COMMITTEE- 4 years
Daniel J. Butka (2024)

BOARD OF ASSESSORS - 3 years
Jeffrey W. Klein (2022)
Tammi Rice (2023)
VACANCY (2021)

BOARD OF COMMISSIONERS OF TRUST FUNDS – 3 years
William J. Boland (2023)
Nicolas A. McCoy (2022)
Susan Delarda Wood (2021)

BOARD OF HEALTH - 3 years
Daniel P. O'Rourke (2021)
Nancy A. Sacco (2023)
Mary Lou Woodford (2022)

BOARD OF SELECTMEN - 3 years
Lisa M. Braccio (2023)
Martin F. Healey (2022)
Chelsea M. Malinowski (2023)
Brian E. Shea (2021)
Sam Stivers (2022)

BOARD OF TRUSTEES SOUTHBOROUGH LIBRARY - 3 years
Jane C. Davis (2023)
David C. Ekberg (2021)
Marguerite H. Landry (2022)
Janet M. Maney (2022)
Kimberly L. Regan (2021)
Amy Yazdani (2023)

MODERATOR - 1 year
Paul M. Cimino (2021)

NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT COMMITTEE - 3 years
Southborough
Paul C. Butka (2023)
Paul H. Desmond (2023)
Kathleen A. Harragan (2021)
Cathy A. Kea (2021)
Daniel L. Kolenda (2022)
Northborough
Karen Ares (2021)
Christopher D. Covino (2023)
Joan G. Frank (2022)
Kathleen M. Howland (2021)
Sean P. O'Shea (2023)

PLANNING BOARD - 5 years
Marnie L. Hoolahan (2024)
Meme Luttrell (2021)
Donald C. Morris (2022)
Andrew S. Mills (2023)
Jesse T. Stein (2025)

SCHOOL COMMITTEE - 3 years
Roger W. Challen (2022)
Jessica A. Devine (2021)
Keturah Martin (2023)
Jennifer M. Primack (2021)
Kamali Aieka O'Meally (2023)

SOUTHBOROUGH HOUSING AUTHORITY- 5 years
Alexander S. Frisch (2023)
Nancy G. Morris (2024)
John M. Wood (2025)
Bertha T. Ginga [State Appointee] (unlimited)
VACANCY (2022)

TOWN CLERK - 3 years
James F. Hegarty (2023)

APPOINTED OFFICIALS—By Moderator

Terms expire June 30th of year specified, unless otherwise indicated.

ADVISORY COMMITTEE - 3 years
Judith K. Budz (2023)
Kathryn M. Cook (2022)
Andrew R. Dennington II (2022)
Timothy W. Martel (2022)
Jason W. Malinowski (2023)
Andrew Pfaff (2023)
John F. Rooney III (2021)
VACANCY (2021)
VACANCY (2021)

PERSONNEL BOARD - 3 years
Jason M. Dietz (2022)
Doriann M. Jasinski (2021)
David A. Nixon (2022)
Beth A. Rosenbloom (2023)
Barry J. Rubenstein (2023)

PUBLIC WORKS PLANNING BOARD—3 years
Appointed by Town Moderator
Mark S. Bertonazzi (2023)
William J. Boland (2021)
James A. Harding (2022)
Appointed by Planning Board
Susan G. Baust (2022)
Sam Stivers (2023)

APPOINTED OFFICIALS—By Board of Selectmen

Terms expire June 30th of year specified, unless otherwise indicated.

AFFORDABLE HOUSING TRUST FUND COMMITTEE—2 years William J. Boland (2021)
Lisa M. Braccio (2021)
Martin F. Healey (2021)
Doriann Jasinski (2021)
Chelsea M. Malinowski (2021)
Brian E. Shea (2021)
Sam Stivers (2021)

AMERICANS WITH DISABILITIES ACT COMMITTEE (ad hoc) - 1 year
Vincent P. Acampora (2021)
Sue Luh (2021)
Bonnie J. Phaneuf (2021)
William W. Sines (2021)
William B. Warren (2021)

AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR - 1 year
Mark J. Purple (2021)

ANIMAL CONTROL OFFICER/ ANIMAL INSPECTOR - 1 year
Jennifer A. Condon (2021)

ASST. TOWN ACCOUNTANT – 1 year
Heidi Lindsey (2021)

ASST. TOWN ADMINISTRATOR - 1 year
Vanessa D. Hale (2021)

ASST. TREASURER/COLLECTOR - 1 year
David J. Birri (2021)

BUILDING DEPARTMENT
Inspector of Buildings - 3 years
Laurie Livoli (2022)

Alternate Building Inspector – 1 year
Peter N. Tartakoff (2021)
Patrick E. Sands (2021)

Electrical Inspector - 1 year
James J. Colleary (2021)

Assistant Electrical Inspectors - *1 year*
Stephen A. Curtis (2021)
John F. Nemensky (2021)

(Appointed by Inspector of Buildings)
Plumbing/Gas Inspector - *1 year*
Austin P. Beliveau (2021)

Assistant Plumbing/Gas Inspector – *1 year*
Kenneth Salsman (2021)

CENTRAL MASS. RESOURCE RECOVERY COMMITTEE - 1 year
Karen M. Galligan (2021)

COMMUNITY PRESERVATION COMMITTEE - 3 years
Jennifer Hansen *(2021) - Recreation Comm. Representative*
Doriann M. Jasinski (2022) - *SHOPC Representative*
David Joyner (2023) - *Citizen-At-Large*
Andrew S. Mills (2021) - *Planning Board Representative*
Mark W. Murphy (2023) - *Citizen-At-Large*
Anne M. Pfaff (2022) - *Historical Commission Representative*
Benjamin B. Smith (2021) - *Conservation Comm. Representative*
VACANCY (2023) - *Housing Authority Representative*
VACANCY (2022) - *Open Space Preservation Comm. Representative*

CONSERVATION COMMISSION - 3 years
Russell S. Gregory, Jr. (2022)
Carl C. Guyer (2023)
Isabel M. Kerber (2021)
Jeffrey H. Peet (2022)
Mark S. Possemato (2023)
Benjamin B. Smith (2023)
Judith Watson (2021)
Sheri R. Widdiss (2021)

CONSTABLE – 1 year
Paul Tavalone (2020)

COUNCIL ON AGING - 3 years
Vincent P. Acampora (2023)
Mary Ann Anderson (2021)
Michael L. Backer (2022)
William W. Harrington (2021)
Sandra Kiess (2022)
Joyce Macknauskas (2021)
Douglas C. Peck (2023)
Carol A. Yozzo (2022)
Alternate Members - 1 year
Russell B. Millholland (2021)
VACANCY (2021)

DIRECTOR OF FACILITIES – 1 year
John A. Parent (2021)

ECONOMIC DEVELOPMENT COMMITTEE
Robert S. Anderson (2021)
Alan Belniak (2023)
Julie W. Connelly (2023)
Suzanne L. Duca (2021)
Michael D. Moorehead (2021)
Christopher Robbins (2022)
John M. Wood (2023)

ECONOMIC DEVELOPMENT COORDINATOR – 1 year
Marijke Munsiff (2021)

Town Officers

APPOINTED OFFICIALS—By Board of Selectmen, cont.

ETHICS COMMISSION LIAISON -1 year
James F. Hegarty (2021)

FENCE VIEWERS - 1 year
VACANCY (2021)
VACANCY (2021)

FIELD DRIVERS - 1 year
VACANCY (2021)
VACANCY (2021)

FINANCE DIRECTOR/ TREASURER/COLLECTOR – 3 years
Brian P. Ballantine (2021)

FIRE CHIEF - 3 years
Steven E. Achilles (2021)

FIRE WARDEN - 1 year
Steven E. Achilles (2021)

GRANT COORDINATOR - 1 year
Carla McAuliffe (2021)

HIPPA PRIVACY OFFICER – 1 year
Vanessa D. Hale (2021)

HISTORICAL COMMISSION - 3 years
Kathleen S. Battles (2022)
James C. Blaschke (2022)
Rebecca V. Deans Rowe (2021)
Amanda E. Gleeson (2021)
Anne M. Pfaff (2023)
Michael D. Weishan (2023)
VACANCY (2022)

METROPOLITAN AREA PLANNING COUNCIL - 3 years
VACANCY (2022)
VACANCY (Alternate) (2022)

METROWEST REGIONAL COLLABORATIVE - 1 year
Martin F. Healey (Selectmen rep.) (2021)
Meme Lutrell (Planning Bd. rep.) (2021)

METROWEST REGIONAL TRANSIT AUTHORITY – 1 year
VACANCY (2021)

MUNICIPAL COORDINATOR (Right-to-Know Law) - 1 year
Steven E. Achilles (2021)

MUNICIPAL HEARING OFFICER—1 year
John E. Thorburn (2021)

MUNICIPAL TECHNOLOGY COMMITTEE – 3 years
Larry S. Samberg (2022)
Angela K. Varner (2022)
Thomas P. Laflamme [Ex-Officio] (2021)

MUNICIPAL TECHNOLOGY COMMITTEE (cont.) – 3 years
Library Trustees Appointment:
Matthew Jared Probst (2021)

School Committee Appointments:
Jeffrey Bradbury (2021)
VACANCY (2023)
Andrew Mariotti [Ex-Officio] (no expiration)

OPEN SPACE PRESERVATION COMMISSION - 5 years
Karen Sorine Cvitkovich (2020)
Frederica J. Gillespie (2021)
Sarah R. Rositano (2023)
VACANCY (2022)
VACANCY (2024)

PARKING CLERK – 1 year
Brian P. Ballantine (2021)

PHASE II STORMWATER COMMITTEE (ad hoc) – 1 year
Karen M. Galligan (2021)
Paul C. Pisinski (2021)
VACANCY (Administration rep.) (2021)
VACANCY (Conservation Commission rep.) (2021)
VACANCY (2021)

POLICE DEPARTMENT
Chief of Police – 3 years
Kenneth M. Paulhus (2023)
Constable – 1 year
Kenneth M. Paulhus (2021)
Jail Keeper – 1 year
Kenneth M. Paulhus (2021)
Lieutenant – 1 year
Ryan Newell (2021)
Detective – 1 year
Keith Nichols (2021)

Sergeants - 2 years
James V. DeLuca (2021)
Sean P. McCarthy (2021)
Timothy J. Slatkavitz (2021)
Michael T. Whelan (2021)
Heath S. Widdiss (2021)

Officers - 2 years
Brendan Campbell (2021)
Austin Chapski (2021)
Cameron M. Chapski (2021)
James R. Gallagher (2021)
Kevin M. Landry (2021)
Stephen Neivert (2021)
Jeffrey Norton (2021)
John E. Officer (2021)
Thomas R. Rock (2021)
John Vosikas (2021)
William J. Woodford, III (2021)

APPOINTED OFFICIALS—By Board of Selectmen, cont.

POLICE DEPARTMENT (cont.)
Police Business Administrator - 1 year
Cynthia McLeod (2021)

Communications Officers (full-time) - 1 year
Kyle M. DeVincent (2021)
Stephanie Fontaine (2021)
David J. Maida (2021)
John Terranova (2021)
(Part-time) - 1 year
Charles R. Goodwin (2021)
Julia Fontana (2021)

Special Officers - 1 year
Kyle M. DeVincent (2021)
Tyler Lu (2021)
David J. Maida (2021)

Student Officer – 1 year
Julia Fontana (2021)
Tyler Lu (2021)

Chaplain – *1 year*
Rev. James B. Flynn (2021)

PROCUREMENT OFFICER, CHIEF - 1 year
Mark J. Purple (2021)

RECREATION COMMISSION - 3 years
Donald P. Dumont (2023)
Jennifer P. Hansen (2021)
Kristin L. LaVault (2022)
David A. Nixon (2022)
Rachel O'Day (2023)

REGISTRAR OF VOTERS - 3 years
Keith L. Ackley (2023)
James F. Hegarty (ex-officio) (unlimited)
Tomasz Kierul (2022)
Tracey D. Navaroli (2021)

SEXUAL HARRASSMENT OFFICER - 1 year
Gregory A. Manousos (2021)

SITE PLAN REVIEW COMMITTEE – unlimited
Karen M. Galligan (DPW Rep.)
Joseph C. Mauro (Fire Chief Rep.)
Kenneth M. Paulhus (Police Chief Rep.) Paul C. Pisinski (Board of Health Rep.) VACANCY (Building Inspector Rep.)
VACANCY (Fire Chief Designee)

Appointed by Board of Selectmen:
Mark J. Purple (Board of Selectmen designee)
Karina Quinn (Town Planner Rep.)

SOUTHBOROUGH CULTURAL ARTS COUNCIL - 2 calendar years
Susan E. Beland (01/07/22)
Catharine G. Byrne (01/07/22)
Kimberly D. Galbraith (10/02/21)
Mary A. Piekarz (10/02/21)
Kerry St. Germaine Trippi (06/01/22)
Catherine M. Weber (10/02/21)
VACANCY
VACANCY

SOUTHBOROUGH EMERGENCY PLANNING COMMITTEE [SEPC]
SARA Title III (ad hoc) - unlimited
Steven Achilles
Dana Amendola
Neal P. Aspesi
Lisa M. Braccio
Matthew F. Braccio
Annette Casco
Sarah A. Cassell
Leslie R. Chamberlin
Aldo A. Cipriano
Charles R. Dilts
Karen M. Galligan
Thomas P. Laflamme
Robert C. Lagasse
Sherri A. Lajeunesse
Pamela M. LeFrancois
Laurie A. Livoli
Scott E. Navaroli
JoAnne O'Leary
John A. Parent
Kenneth M. Paulhus
Paul C. Pisinski
Nelson R. Pleau
Alicia R. Porter
Mark J. Purple
Karina G. Quinn
Dana E. Sgrosso
Sharon M. Lorince
Melissa Danza
Mark A. Spruill
John P. Tommaney
Katelyn S. Willis
Carol A. Willoughby
VACANCY – GIS/Engineer Rep.
VACANCY – Animal Protection Liaison
VACANCY – Public Schools Rep.
VACANCY – Communications Officer Rep.
VACANCY—NSTAR Liaison

Town Officers

APPOINTED OFFICIALS—By Board of Selectmen, cont.

SOUTHBOROUGH HOUSING OPPORTUNITY PARTNERSHIP COMMITTEE - 3 years
Thomas Bhisitkul [Private Citizen] (2022)
Alexander S. Frisch [Housing Authority Rep.] (2023)
Doriann M. Jasinski [Private Citizen] (2021)
Thomas L. Marcoulier [Private Citizen] (2022)
Chelsea M. Malinowski [Selectmen Rep.] (2021)
Jesse T. Stein [Planning Board Rep.](2021)
John M. Wood [Private Citizen] (2021)

SOUTHBOROUGH SCHOLARSHIP ADVISORY COMMITTEE - 3 years
Maureen Bensily (2023)
Kathleen Kuklewicz (2023)
Emily Lowe (2022)
Renee Maiorana (2021)
Alexandra S. Mills (2022)
Isabelle Q. Murphy (2022)
VACANCY (2021)

SOUTHBOROUGH STEWARDSHIP COMMITTEE – 1 year
Frederica J. Gillespie [Open Space Commission Rep.] (2021)
James F. Gorss (2021)
Joyce M. Greenleaf (2021)
Kathryn C. McKee (2021)
Jenny S. Peet (2021)
VACANCY [Conservation Commission Rep.](2021)
VACANCY [Recreation Comm. Rep.] (2021)

SOUTHBOROUGH TRAILS COMMITTEE - 1 year
Thomas L. Marcoulier (2021)
Kathryn C. McKee (2021)
Isabelle Q. Murphy (2021)
Satyendra Sharma (2021)
Luisa Vargas (2021)

SPECIAL LEGAL COUNSEL – 1 year
Lisa L. Mead (2021)
Timothy Norris (2021)

SUPERINTENDENT OF PUBLIC WORKS - 3 years
Karen M. Galligan (2022)

TAXATION AID COMMITTEE (ad hoc) - 1 year
Mary Ann Anderson (2021)
Brian P. Ballantine [Treasurer/Collector] (2021)
Harol Kiess (2021)
Jeffrey W. Klein [Bd. Of Assessors Chair] (2021)
Elizabeth S. Kesselman (2021)

TOWN ACCOUNTANT - 3 years
Carla McAuliffe (2023)

TOWN ADMINISTRATOR - 3 years
Mark J. Purple (2021)

TOWN COUNSEL - 1 year
Aldo A. Cipriano (2021)

TRANSPORTATION TASK FORCE—1 year
Kathleen B. Bartolini (2021)

TREE WARDEN - 1 year
Christopher B. Leroy (2021)

VETERANS' AGENT AND BURIAL AGENT—1 year
Brian Stearns (2021)

VETERANS' GRAVE OFFICER - 1 year
Stephen W. Whynot (2021)

YOUTH COMMISSION - 3 years
Susan J. Beyer (2021)
Susan A. Butka (2021)
Mary E. Dambacher (2022)
Leslie A. Hadden (2021)
Marguerite H. Landry (2022)
Sara B. Michas (2023)
Lauren J. Richey (2023)

ZONING BOARD OF APPEALS – 5 years
Deborah Demuria (2023)
Paul N. Drepanos (2025)
Craig W. Nicholson (2021)
Michael A. Robbins (2024)
David C. Williams (2022)
Alternate members – 1 year
Doris M. Cahill (2021)
Jamie Mieth (2021)

APPOINTED OFFICIALS—By Board of Assessors
PRINCIPAL ASSESSOR/APPRAISER – 3 years
Paul T. Cibelli (2021)

APPOINTED OFFICIALS—By Board of Health
PUBLIC HEALTH DIRECTOR
Paul C. Pisinski
BURIAL AGENT
James F. Hegarty

APPOINTED OFFICIALS—By Town Clerk
ASSISTANT TOWN CLERK – 3 years
Amy Berry (2022)

WHAT DO WE DO?

The five-member elected Board of Selectmen has several responsibilities under state statute which includes: preparation of the town meeting warrant; to make appointments to town boards and offices; to employ professional staff and town counsel; and grant licenses and permits.

Apart from the legal responsibilities, the Board of Selectmen set policy and strategic direction, coordinates, through the Town Administrator and his staff, the activities of other appointed boards, and resolves problems [like Transfer Station hearings] that have not previously been settled.

Names and Faces

As 2020 closes, we reflect on what a challenging year it has been throughout our community as we confronted the many challenges of the COVID pandemic. The death of Arthur Holmes in the last week of the year gave us a melancholy pause. Arthur served this community in some capacity since the Johnson administration. He was appointed to the Board of Assessors in October of 1964 and served until 1983 when he became Southborough's first professional full-time Assessor. At the age of 90 Arthur was elected for his 14th term on the Board of Assessors. He was a witness to immense development in the community, the advancement of technology to expand the services of the department, participated in projects that shaped Main Street and the villages of Southborough and always provided a steady hand and voice. Mostly, he will be remembered by town employees over the past several decades for the legendary chili party he arranged at the Town House every January.

Sadly, we also mourn several other true-blue residents who gave hundreds of hours, in addition to their hearts, to this community. Don Leavitt was always so loyal to the Town, both as a stalwart reporter for the Southborough Villager and MetroWest Daily News and an active member of both the Historical Commission and Historical Society. He thoroughly enjoyed watching the community evolve from the front porch of his historic home on Main Street. Speaking of the views from Main Street, the vista has so much to do with the efforts and pure hard work of John Mauro, Sr., who passed away in August. Johnny [the proud Father of both Chiefs' Mauro] served as the head of the grounds department for 58 years at St. Mark's School. His work there was pristine and it served as a bucolic snapshot of downtown Southborough. His other hobby would find him just around the corner where he served as a Call Firefighter for a mere 50 years with aplomb. We salute both of these gentlemen who also served their country in the military with distinction. While we reflect on the illustrious service of these men, we also wish to honor the bravery of these additional unsung heroes whom we bid adieu during 2020: John Bartolini, Redio Bartolini, Ronald Follo, Melvin Kizner, Emil Miller, Donald Tremblay and Thomas Sturiale.

If you have done business in the town offices this past year, you've no doubt seen a few new faces, either in person or on ZOOM. Working in local government is a call to public service, a dedication to the community and a commitment to working together for the greater good of all residents. We were pleased to welcome the following individuals on board:

Emily Amico, Public Health Nurse
Renee Chen, Administrative Assistant, Town Clerk
Carla McAuliffe, Town Accountant
Christina McCarthy, Administrative Assistant, Youth & Family

Smooth transitions have occurred thanks to the diligent work of these employees that recently left us. They both made a positive impression on anyone they came in contact with and we send them along with best wishes. We especially wish Carol a delightfully happy retirement after 19 years!

Carol Ostresh, Administrative Assistant, Board of Selectmen
Tom Laflamme, IT Manager

In May of 2020 the Board heartily welcomed Chelsea Malinowski as a new member. Chelsea won election to the seat formerly held by Dan Kolenda who retired from the Board after nine years and who still serves dutifully on the Regional School Committee. Chelsea's energy and diligent fact-finding are already proving to be a tremendous asset as we delve through the pandemic period and determine what efficiencies can be found in our organization.

The Selectmen's Office is indebted to Katie Barry for pitching in and really stepping up to assist the Town. Ms. Barry, currently the part time staff-person to the Zoning Board of Appeals, was transferred to the Selectmen's Office after the retirement of Carol Ostresh. She still has her ZBA duties, but is also now serving a dual function supporting our busy department.

Her exuberant demeanor and superb customer service skills have been a balm during a challenging and chaotic time for our residents; none of this is remotely a surprise as she is the daughter of former Chief Webber!

2020 Highlights and Project Updates

On the morning of Monday March 16, 2020 [then] Chairman Brian Shea, accompanied by Public Health Nurse Leslie Chamberlain, gathered all staff outside the Town House to announce all town buildings would henceforth be temporarily closed to the public, due to the arrival of the COVID-19 virus in our region. Although we are grateful that our staff could transition to working from home so easily, it has been a disorienting time for all. Staff in most departments still work staggered shifts in town offices and buildings are only open by appointment. We cannot underestimate the appreciation and gratitude owed to former IT Manager Tom Laflamme who was unflappable during this stressful period. It is our hope that by mid-2021 all departments will be back to normal as vaccines become widely available.

COVID also had a major impact on the town meeting process. Although we have had to hold town meetings in creative spaces previously, 2020 marked the first outdoor town meeting. Thanks to Town Clerk Jim Hegarty, the support of many municipal departments and an army of helpers, a successful town meeting was held on the Neary School field in late June. COVID also had a detrimental effect on our business community which continues to this day. The community has really supported these hard workers and local shops. The Board of Selectmen were pleased to endorse and approve creative outdoor restaurant operations, a discount for the annual fee for liquor licenses, early voting alternatives, rent and mortgage assistance programming, special mailings to every household describing community resources including mental health, food and meals, financial and fuel assistance and fundraising drives to support residents of every background.

The business of government did not go on hiatus during the pandemic. The Board is thankful to have such a dedicated and meticulous team leading all its departments. Here are a few highlights from the past year:

- The lease for the cell tower/flagpole on the Town Common expired this past September, and the Board of Selectmen decided not to renew or extend the lease. Instead, they are working with the cellular company to replace the pole with a simple flag pole of the same size and aesthetics. This is a requirement of the lease. The new flagpole should be installed before we convene for Town Meeting. [note: don't think we're going to make 1st Quarter]
- The Board organized a collaborative process to develop a zoning bylaw for the Downtown area, working with the Economic Development Committee, Planning Board and other interested boards, committees, and staff. The bylaw is going through the required hearing Planning Board process, and will be part of the 2021 Annual Town Meeting.
- The Capital Planning Committee was reconstituted and has been focusing on assisting with the review and evaluation of capital items and projects contained within the Town's Capital Plan and developing strategies to move these projects forward for approval in a financially responsible manner. Presently they are going through a vigorous analysis of the South Union School [Arts Center] where the Recreation and Youth and Family Services offices are housed to determine its future use.
- The ADA Committee also geared up to assist staff and state agencies with a Self-Evaluation and Transition Plan which will examine town buildings, grounds and conservation areas for accessibility improvements and additional recommendations. This work, through CMRPC, was made possible in part by a grant from MOD.
- Grant Awards: The Town happily received just shy of $300,000 in grants during 2020. Focus areas included new budgeting software and expansion of the fiber network, LED Lighting and other green efforts, Shared Streets which funds small business outdoor dining extensions & upgrading of greenspaces and funds allocated toward a gift card giving program that the Youth and Family Services department managed.
- Change comes slowly [we were incorporated in 1727!] but in 2020, every single board or committee had to pivot rapidly to meet in a virtual environment. This was actually a silver lining, as it allowed anyone who wished to view and participate in community meetings without leaving their home to do so. The Town now has the ability to stream all of these meetings on YouTube which has been an added bonus for creating more transparency in government. You can view past meetings [314 uploaded since March!] at https://www.youtube.com/channel/UCs0DhUSnY9VXN3gfsNEhvuw/videos
- Finally, at the start of this year, Mark Purple, Town Administrator and Vanessa Hale, Assistant Town Administrator attended the annual meeting of the Massachusetts Municipal Association [remember when we gathered in crowds of a 1,000 people?] to gleefully accept an award for the 2019 edition of the Annual Report.

In Closing

The Selectmen would like to especially thank their staff, Mark Purple, Town Administrator, Vanessa Hale, Assistant Town Administrator, Lori Esposito, Executive Assistant to the Board of Selectmen, and Carol Ostresh, Administrative Assistant, for the exceptional work they do to carry out the day-to-day operations of this busy department and their frequent assistance to all town departments. We're ecstatic to add Katie Barry to this list as well.

The Board also extends its sincere appreciation to all department heads, staff and boards and committees for their loyal service and contributions made to the Town of Southborough! Finally, the Selectmen's Office continues to expand our social media footprint. Find us at www.southboroughtown.com or @17Common.



Board of Selectmen

(l-r): Brian Shea, Chelsea Malinowski, Martin Healey, Lisa Braccio, Sam Stivers

Board of Assessors

Last fall, the Board of Assessors completed its annual revaluation of all real and personal property within the Town of Southborough as required by Massachusetts General Laws. As a result of this year's revaluation, Southborough's overall assessment of all real estate and personal property increased from $2.625 billion to $2.752 billion in FY2021. Analysis of real estate sales and market conditions yielded significant increased residential assessments of lower and middle level homes fueled by low interest rates, high demand and a shortage of inventory. Upper end property assessments experienced little change as this sub-market has stagnated. Commercial assessments experienced a minimal increase due to rising vacancy rates in our office buildings. Industrial properties increased significantly due to strong demand which has resulted in rising rents and declining vacancy rates. The average single home assessment in Southborough rose from $634,400 to $660,700 in FY2021, a 4.1% increase. The FY21 tax rate decreased from $16.66 to $16.21 per thousand. The average assessed single family home's tax bill increased from $10,569 to $10,710 in FY2021, a $141 or 1.33% increase. It should be noted, FY2021 assessments reflect the value of real and personal property as of January 1, 2020 which is prior to the onset of the pandemic.

WHAT DO WE DO?

The Southborough Assessors Office along with the Board of Assessors is responsible for tax administration for the entire Town of Southborough. This includes the annual fair and equitable valuation of the Town's taxable real estate and personal property as well as motor vehicle excise tax administration. Assessment administrative functions include processing property tax and CPA abatement requests, personal exemptions and excise tax abatements. Other functions include processing building permit activity, sewer betterments, deeds and plans from the Registry of Deeds, tracking and calculating "new growth" value, generating certified abutter lists and responding to inquiries from the public.

Real estate values in all neighborhoods were adjusted based on sales transactions occurring in calendar year 2019. Calendar year 2020 real estate sales and market conditions will not be reflected in taxpayer's assessments until FY2022.

In FY2021, the Assessors calculated $47.349 million in "new growth" value generated from new construction, renovations and new personal property. This represents $788,843 in additional revenue for the community, a 11.9% decrease from $895,251 collected in FY2020. Despite the decrease from the previous year, this year's "new growth" still exceeded the past five-year average of $678,587 as well as the ten-year average of $659,886. Based on projections, "new growth" is expected to decrease slightly over the next year as new property development opportunities slow within the community.

Over the past year the department has focused on successfully completing its certification with the Department of Revenue's Bureau of Local Assessment which occurs once every five years. Essentially this is an audit of the Assessors valuation model to assure it meets DOR guidelines and assessments are developed in a fair and equitable manner throughout the community. Despite the COVID pandemic, the staff completed the certification process three weeks ahead of schedule. These positive results can be attributed to excellent planning and the staff working diligently together as a team to meet an aggressive timeline. The Board would like to thank our staff for their dedication and hard work while operating in this pandemic environment. This is an impressive achievement considering the department has two staff members that are relatively new and inexperienced.

In February of 2020 of Board member Thomas J. Beaumont informed the department of his decision not to seek another term with the Assessors. Originally appointed to fill a mid-term vacancy in July of 2007 by the Selectmen and Board of Assessors, Tom completed his service to the Town in June of 2020. He was elected four times to the Board and served a total of thirteen years, many of which as the chairman. Tom brought his years of experience as a Massachusetts licensed and certified residential real estate appraiser to the Board providing expertise in valuation of various types of property. He is well regarded by our staff and fellow Board members for his professionalism, impartiality and sound valuation analysis when acting on abatements. We want to thank Tom for his leadership, friendship, and his service to our community. We wish him well in his future endeavors.

In June of 2020 Tammi Rice was elected to the Board of Assessor, her first time serving on a Town board or committee. Working for Southborough since January of 2016, Tammi spent three years working in a shared Administrative Assistant position with the Board of Health and Assessor offices before moving on to her current role as Business Administrator with the DPW. Tammi brings valuable experience to the Board of Assessors in the areas of excise tax administration, personal exemptions, deed and plan review and a solid understanding of our real estate database. She has also completed several Assessor classes and has participated in various training courses through the Massachusetts Association of Assessors Officers. After moving on

to the DPW, Tammi always made herself available to help train and mentor our new staff members. Our team welcomes her and looks forward to her continued dedication to the staff and office.

The Board of Assessors would like to remind senior citizens of the various programs available to assist with their property taxes. First, the Clause 41C Senior Exemption is available to individuals who meet the age, income, and asset requirements. Seniors must be 65 years of age as of the first day of the current fiscal year (July 1, 2020 for FY2021). Income limits for a single person are $21,664 or $32,496 combined for a married couple. The Assessors will then deduct a "minimum social security" allowance, which is set by the DOR each year. This year, the deduction is $4,834 for an individual and $2,417 for a spouse, for a total of $7,251. Asset limits for a single person is $43,327; $59,574 for a married couple.

The asset limit does not include the applicant's home (up to a three-family dwelling) or vehicles. If an applicant meets the above criteria, he or she is eligible to receive a $1,000 annual reduction off their real estate taxes. Applications for Clause 41C are available at the Assessors' office or on their website: www.southboroughtown.com. Applications must be returned to the Assessors' office within three months after the actual tax bill is mailed.

A second option is the Senior Tax Work-off Program. Individuals 60+ years of age can volunteer to work for a town department for approximately 136 hours per year for which they receive a $1,500 reduction on their property taxes. This program was increased from $1,000 to $1,500 at the 2017 Annual Town Meeting. To be eligible, the individual must be a Southborough resident who owns and occupies the residence to which the credit will be applied. Currently there are 30 positions available for seniors who wish to participate. This program is facilitated by the Council on Aging and applications are available at the Senior Center.

The last program to assist seniors is a Clause 41A Tax Deferral, which permits taxpayers to defer up to 100% of their real estate taxes. To be eligible, the applicant must be 65 years of age as of July 1, 2020, have lived in Massachusetts at least 10 years, and have owned and occupied any real estate in the Commonwealth for 5 years or is a surviving spouse who has inherited the real estate and occupied it for 5 years. Income cannot exceed $40,000; there are no estate limits. Unlike a tax exemption, the deferred taxes must eventually be paid. Applications and additional information regarding this program is available at the Assessors' office or on the department's website.

Exemptions are also available to qualifying veterans ranging from $400 to $1,500. Veterans or surviving spouses must meet certain criteria to be eligible. Additional information regarding these exemptions is available at the Assessors' office or www.southboroughtown.com.

Jeffrey W. Klein, Chair
Tammi A. Rice, Vice-Chair
Arthur K. Holmes



Town Moderator

Once again, warm greetings from your Moderator, Paul Cimino. I thank you for your continued support at the 2020 Town election, and I look forward to continuing my service to our Town in this role.

Annual Town Meeting

In Massachusetts an Annual Town Meeting (ATM) is required by law, and for well over 300 years ATM has been a staple of our New England tradition for maintaining local control through direct citizen-voter involvement in Town governance. Town Meeting is the Town's "legislature" and acts on all proposed new or amended By-Laws, and approves all components of the annual Town budget. In Southborough, our ATM is what is known as an "open" Town Meeting (as opposed to a "representative" Town Meeting generally found in larger Towns), and it is the purest and most democratic form of self-government. An open Town Meeting means that any registered voter may attend, speak and be heard, and my vote on any matter taken up at the Town Meeting, thereby having a direct voice regarding the operation of our Town. The Moderator presides over the meeting, maintaining flow and decorum.

WHAT DOES A MODERATOR DO?

The Moderator serves Town Meeting directly, and acts independently of the other components of our Town government. The Moderator is elected during the Annual Town election each year, for a term of one year. In Southborough, the Moderator performs two essential functions on behalf of Town Meeting. First, as the title implies, the Moderator presides over the proceedings at the Annual Town Meeting (ATM) in the spring each year, as well as any Special Town Meeting (STM) that may be called at any other time during the year. Second, on behalf of Town Meeting the Moderator appoints members to the Advisory Committee, Personnel Board, and Public Works Planning Board.

In Southborough our Town Meetings are formally governed by Massachusetts General Law chapter 39 and Southborough Town Code chapter 41. In addition, for purposes of order and procedure, Southborough has long ago adopted "Town Meeting Time: A Handbook of Parliamentary Law" as published by the Massachusetts Moderators Association. A copy of this reference is available in the Southborough Public Library.

The quorum necessary to convene our Town Meetings is 100 registered voters. The business of Town Meeting is guided by a document called the Warrant, which is published in advance by the Board of Selectman and contains all of the various Articles that Town Meeting will consider. No issue may be taken up at a Town Meeting if it does not first appear on the published Warrant.

Needless to say our 2020 ATM was one we won't soon forget! The COVID-19 pandemic caused our 2020 ATM to be delayed from March to June, and then convened outdoors on the main athletic field adjacent to the Neary School. That day we all were lucky to have three critical things come together: agreeable weather, a quorum of amiable attendees, and the amazing teamwork of our Town Clerk, Town Counsel, Town Administrator, Board of Health, and Public Safety Chiefs, all of whom collaborated for weeks beforehand to plan and execute a safe and effective ATM process. From parking to check-in to seating to rest facilities to microphones to voting, it was all a terrific success. Should the need arise in the future to hold a Town Meeting outdoors, we certainly have the blueprint for how to do it well.

As we look ahead to our 2021 ATM, at the time of this writing we are scheduled to convene on a Saturday in March to be designated by the Board of Selectman. As in the past, if all of the business in the Warrant has not been disposed of on the first day, Town Meeting will continue to another session, which in this case would be the following Monday evening (and each evening after that, through Thursday if necessary). Note that any Town Meeting must be formally "concluded" after consideration of all of the business contained in the Warrant, before any action of the meeting becomes official.

Appointments

In Southborough the Moderator appoints members to the Advisory Committee, Personnel Board, and (a subset of) the Public Works Planning Board. These bodies act independently and publish separate reports elsewhere in this Annual Town Report.

Since our last Annual Town Meeting I have appointed or re-appointed the following current members through the term indicated. Please join me in offering sincere thanks to these volunteers!

To the Advisory Committee:
Judith K. Budz (2023)
Jason W. Malinowski (2023)
Andrew Pfaff (2023)

To the Personnel Board:
Beth A. Rosenbloom (2023)
Barry J. Rubenstein (2023)

To the Public Works Planning Board:
Mark S. Bertonazzi (2023)

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Once again, I am pleased to act as your Moderator. For any question or just to discuss a topic of interest at any time, I can be reached directly by e-mail to moderator@southboroughma.com. I am always happy to meet in person as well.

Best regards,

Paul Cimino
Moderator

Personnel Board

Personnel Board is an independent citizen board appointed by the Town Moderator to administer the Town's Personnel Bylaw aka "The Salary Administration Plan" or "SAP" (Town Code Ch. 31). The SAP governs employees who are not covered by a union or employment contract. The Board typically meets once a month on Wednesdays. Its authority and responsibilities are defined by the SAP and include: classifying new positions, reclassifying existing positions, approving salary increases, administering tuition reimbursement and employee training development funds, reviewing salary schedules and recommending SAP changes to Town Meeting. Members are: Jay Dietz, Doriann Jasinski, Dave Nixon, Betsy Rosenbloom (Chair) and Barry Rubenstein. We serve three year terms.

THE CURRENT MEMBERS ARE:

Beth A. Rosenbloom, Chair

Jason M. Dietz

Doriann M. Jasinski

David A. Nixon

Barry J. Rubenstein

ACCOMPLISHMENTS

- Recommended a revised SAP to the voters at Annual Town Meeting in June 2020, which passed overwhelmingly
- Synchronized SAP employee performance reviews and raises to July 1st;
- Implemented a new tuition reimbursement policy
- Supported the Board of Selectmen by reviewing and commenting on its draft "*Working and Returning to Work with COVID-19*" policy
- Considered and approved revisions to the SAP for Annual Town Meeting 2021;
- Continued to work closely with the Town Administrator, who serves as the Town's Personnel Director under the Town Administrator Bylaw (Town Code, Chapter 27, Article IX);
- Continued its dialogue with the Board of Selectmen with the goal of improving the personnel function.

ACKNOWLEDGEMENTS

It takes a village. We receive a great deal of counsel and assistance from Town employees throughout the year. The Personnel Board thanks:

Mark Purple, Town Administrator/Personnel Director
Brian Ballantine, Finance Director/Treasurer-Collector
Vanessa Hale, Assistant Town Administrator, Staff Liaison to the Personnel Board
Kristen Pasacane, Payroll/Benefits Administrator
Jim Hegarty, Town Clerk
Amy Berry, Assistant Town Clerk
Renee Chen, Administrative Assistant to the Town Clerk

Lastly, we thank all the Town employees who work quietly and diligently without fanfare, and the generous taxpayers who support their work.

Respectfully submitted,

Beth A. (Betsy) Rosenbloom, Chair
January 2021

TOWN REVOLVING FUNDS ACTIVITY - FISCAL 2020

ACCOUNT	OPENING BALANCE 7/1/2019	RECEIPTS	LESS EXPENDITURES	CLOSING BALANCE 6/30/2020
GRANTS	60,682	773,266	776,102	57,846
GIFTS	201,595	46,112	83,487	164,220
OTHER REVOLVING FUNDS	471,600	435,892	511,996	395,495
SALE OF CEMETERY LOTS	245,739	24,200	200	269,739
TITLE V SEPTIC BETTERMENTS	275,712	15,406	52,079	239,039
AMBULANCE FUND	475,949	547,857	551,818	471,988
OTHER RECEIPTS RESERVED FOR APPROPRIATION	403,598	52,780	343,198	113,180
COMMUNITY PRESERVATION FUND	2,144,862	559,671	484,752	2,219,781
FY 2020 TOWN REVOLVING FUNDS	4,279,737	2,455,184	2,803,632	3,931,288

RESERVE FUND TRANSFERS - FISCAL 2020

ORIGINAL BALANCE $ 180,000.00

TRANSFERS OUT:

DATE	DEPARTMENT	PURPOSE OF TRANSFER	APPROVED
2/12/2020	MIS	Transfer for Fiber Project	86,537.00
6/30/2020	Legal	Additional Unexpected Legal Work	13,450.00
6/30/2020	Special Legal	Assigned legal for Park Central, Cable, OML	2,000.00
6/30/2020	Other Operations	PS Building Energy Usage	21,169.00
6/30/2020	Youth and Family	Program Coordinator Regraded per Personnel Board	2,895.00
6/30/2020	Capital Budget	Building Department Truck Replaced Unexpectedly	25,371.00
		TOTAL BALANCE	28,578.00

TOWN OF SOUTHBOROUGH BALANCE SHEET—ALL FUNDS JUNE 30, 2020

	General Fund	Special Revenue Funds	Capital Project Funds	Enterprise Funds	Trust and Agency Funds	Long-term Debt Account Group	TOTAL
ASSETS							
Cash and cash equivalents	8,800,841	5,300,028	3,135,320	955,124	6,384,105		24,575,418
Receivables:							
Septic Bett Int Added to Tax							0
Property Taxes	441,532						441,532
Tax Liens and foreclosures	431,342	1,611		6,615			439,567
Motor vehicle excise	130,531						130,531
Departmental	4	386,621		99,654			486,279
Less: Allowance for abatements	(566,936)						(566,936)
Prepaid Expenses							0
Due from Commonwealth							0
Amounts to be Provided for Ret of Debt						30,850,203	30,850,203
Total Assets	9,237,313	5,688,260	3,135,320	1,061,393	6,384,105	30,850,203	56,356,595
LIABILITIES & FUND BALANCES							
Liabilities:							
Warrants and accounts payable	1,135,300	158,634	11,584	24,943	30,461		1,360,921
Other accrued liabilities	2,054,700	7,141					2,061,841
Notes payable			3,500,040				3,500,040
Bonds payable						30,850,203	30,850,203
Deferred revenue	436,473	388,232		106,269			930,974
Agency Funds					102,197		102,197
Other liabilities	11,486						11,486
Total Liabilities	3,637,959	554,007	3,511,624	131,212	132,658	30,850,203	38,817,662
Fund Balances:							
Reserved for:							
Encumbrances & continued appropria-tions	1,463,787	1,080,177		101,518			2,645,482
Petty cash	650						650
Subsequent year expenditures	2,141,023	322,055					2,463,078
Debt Service	12,001						12,001
Undesignated Fund Balance	1,981,894	3,732,021	(376,304)		6,251,447		11,589,058
Unreserved Retaned Earnings				828,663			828,663
Total Fund Balances	5,599,355	5,134,253	(376,304)	930,181	6,251,447	-	17,538,932
Total Liabilities & Fund Balances	9,237,313	5,688,260	3,135,320	1,061,393	6,384,105	30,850,203	56,356,594

TOWN OF SOUTHBOROUGH STATEMENT OF ACTIVITIES JUNE 30, 2020

	Governmental Funds	Enterprise Funds	Total
Revenues:			
Program Revenues:			
Charges for service	$ 2,297,192	$ 2,113,281	$ 4,410,473
Operating grants and contributions	10,382,220		10,382,220
Capital grants and contributions	585,300		585,300
General Revenues:			
Property taxes	44,269,382		44,269,382
Excise taxes	2,408,368		2,408,368
Other	1,725,292	16,691	1,741,983
Total revenues	61,667,754	2,129,972	63,797,726
Expenses			
General government	4,398,450		4,398,450
Public safety	7,828,128		7,828,128
Education	42,656,376		42,656,376
Public works	3,779,438		3,779,438
Health & human services	1,124,447		1,124,447
Culture & recreation	1,532,261		1,532,261
Interest on debt	982,006		982,006
Water activities		2,581,857	2,581,857
Total expenses	62,301,106	2,581,857	64,882,963
Changes in net position before transfers	(633,352)	(451,885)	(1,085,237)
Transfers	49,635	(49,635)	-
Total change in net position	$ (583,717)	$ (501,520)	$ (1,085,237)



Town Treasurer

CASH BALANCES AS OF JUNE 30, 2020

BANK ACCOUNTS

	Peoples United	Investment	123,822
	Century Bank	Lock Box	351,048
	Century Bank	Investment	1,544,983
	East Boston Savings	Investment	1,948,042
	Marlboro Savings - Escrow	Planning	63,947
	Marlboro Savings - Escrow	Road Openings	23,584
	Marlboro Savings	Main Operating Account & T Stickers	4,990,089
	Marlboro Savings	Student Activity Account	38,351
	Marlboro Savings	School Lunch Receipts	212,186
	Mass.Mun.Dep.Trust	Investment	185,673
	Mass.Mun.Dep.Trust	Law Enforcement Trust	7,667
	Mass.Mun.Dep.Trust	Southwood Eng. B. O. H.	12,298
	Mass.Mun.Dep.Trust	Southboro Cultural Arts Council	3,041
	Needham Bank	Investment	4,222,471
	TD Bank	Ambulance Receipts	175,553
	Unibank	Online Payments	108,584
	Unibank	Investment & State Payments	2,092,541
	Unibank	Payroll	26
	Unibank	Accounts Payable	2,171
TRUST FUNDS:			
	Bartholomew & Co.	Stabilization Fund	606,627
	Bartholomew & Co.	Other post Employment Trust	1,855,362
	Bartholomew & Co. & BOA	Town Trust Funds	2,205,210
	Bartholomew & Co. & BOA	Community Preservation Account	3,801,490
Cash Balances			**24,574,768**

	Opening Balance	Commitment	Reversals & Refunds	Dr adjustment	Payment	Exemp-tions/ Abatement	Cr adjustment	Lien to Real Estate	Transfer Tax Title	Closing Balance
REAL ESTATE										
FY 2020	0.00	42,320,669.18	70,787.53	108,350.42	42,046,639.10	64,187.51	81,134.87	0.00	9,814.01	298,031.64
FY 2019	311,622.86	0.00	2,184.22	7,495.19	208,787.41	0.00	25,565.37	0.00	80,012.20	6,937.29
FY 2018	8,725.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,725.96	0.00
RE Subtotal	311,622.86	*42,320,669.18*	*72,971.75*	*115,845.61*	*42,255,426.51*	*64,187.51*	*106,700.24*	*0.00*	*89,826.21*	304,968.93
TAX TITLE	195,554.71	167,443.40	0.00	0.00	129,122.56	0.00	2,996.34	0.00	0.00	230,879.21
TAX TITLE WTR	4,506.28	2,545.12	0.00	0.00	436.67	0.00	0.00	0.00	0.00	6,614.73
TAX TITLE SEP-TIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TAX TITLE SEPT INT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TAX TITLE CPA	856.53	1,093.50	0.00	0.00	666.30	0.00	41.88	0.00	0.00	1,241.85
TAX DEFERRAL	106,631.61	10,214.73	0.00	0.00	6,751.47	0.00	0.00	0.00	0.00	110,094.87
PERSONAL PROPERTY										
FY 2020	0.00	1,420,533.27	806.57	245.84	1,392,547.02	2,499.00	71.25	0.00	0.00	26,468.41
FY 2019	14,078.68	0.00	0.00	71.25	3,539.38	0.00	10,610.55	0.00	0.00	0.00
FY 2018	-170.73	0.00	0.00	170.73	0.00	0.00	0.00	0.00	0.00	0.00
PP Subtotal	13,907.95	*1,420,533.27*	*806.57*	*487.82*	*1,396,086.40*	*2,499.00*	*10,681.80*	*0.00*	*0.00*	26,468.41
MOTOR VEHICLE										
2020	0.00	2,100,704.61	35,581.44	1,384.00	2,003,956.41	37,894.24	190.57	0.00	0.00	95,628.83
2019	130,158.94	261,592.27	32,304.11	39.00	366,887.07	30,748.41	0.00	0.00	0.00	26,458.84
2018	17,284.29	32.92	2,538.01	0.00	9,650.65	1,761.47	0.00	0.00	0.00	8,443.10
2017	9,004.43	0.00	1,030.10	47.50	1,346.88	1,030.10	7,705.05	0.00	0.00	0.00
EX Subtotal	156,447.66	*2,362,329.80*	*71,453.66*	*1,470.50*	*2,381,841.01*	*71,434.22*	*7,895.62*	*0.00*	*0.00*	130,530.77
WATER LIENS										
FY 2020	0.00	46,094.79	72.86	0.00	41,831.61	0.00	437.06	0.00	0.00	3,898.98
FY 2019	6,755.20	0.00	0.00	0.00	4,068.34	0.00	666.52	0.00	2,020.34	0.00
WL Subtotal	6,755.20	*46,094.79*	*72.86*	*0.00*	*45,899.95*	*0.00*	*1,103.58*	*0.00*	*2,020.34*	3,898.98
SEPTIC BETT										
FY 2020	0.00	14,199.88	0.00	0.00	13,164.85	0.00	816.28	0.00	0.00	218.75
FY 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SL Subtotal	0.00	*14,199.88*	*0.00*	*0.00*	*13,164.85*	*0.00*	*816.28*	*0.00*	*0.00*	218.75
SEPT BETT INT										
FY 2020	0.00	4,021.65	0.00	0.00	3,670.88	7.33	339.83	0.00	0.00	3.61
FY 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SL Subtotal	0.00	*4,021.65*	*0.00*	*0.00*	*3,670.88*	*7.33*	*339.83*	*0.00*	*0.00*	3.61
WATER										
Rates	97,780.78	1,745,439.25	4,245.95	3,665.49	1,693,745.74	18,298.19	341.57	43,337.70	0.00	95,408.27
Other Charges	3,974.29	69,045.61	0.00	0.00	67,733.08	4,661.69	0.00	277.99	0.00	347.14
WTR Subtotal	101,755.07	*1,814,484.86*	*4,245.95*	*3,665.49*	*1,761,478.82*	*22,959.88*	*341.57*	*43,615.69*	*0.00*	95,755.41
TOTAL	**898,037.87**	**48,162,536.68**	**149,550.79**	**121,469.42**	**47,993,879.12**	**161,087.94**	**130,875.26**	**43,615.69**	**91,846.55**	**910,675.52**
CPA Tax 2020	0.00	366,159.24	270.37	311.61	362,433.10	1,034.06	274.00	0.00	0.00	3,000.06
CPA Tax 2019	2,462.52	0.00	21.84	0.00	1,246.37	0.00	271.78	0.00	966.21	0.00

Building Department

PERMITS ISSUED IN 2020

Building (583)	$290,703
Wiring (499)	$49,138
Plumbing (244)	$21,164
Gas (231)	$15,920
Permit Fees Total	**$376,925**

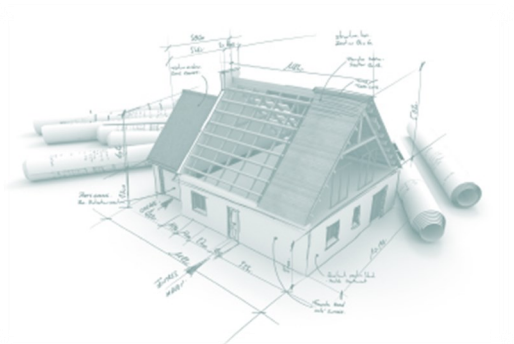
The total number of Permits issued for calendar year 2020, was 1,557. Building, Mechanical, Demolition and Sheet Metal Permits totaled 583 permits. Plumbing & Gas totaled 475, Electrical Permits totaled 499. Permit fees collected are shown in the table above.

The Building Department staff consists of one full time Building Commissioner / Zoning Enforcement Officer, one full time Principal Assistant to the Building Commissioner, one part time Principal Assistant to the Zoning Board of Appeals, one part time Electrical Inspector, and one part time Plumbing/Gas Inspector. Each is committed to the ensuring the safety of all residents and visitors of Southborough by enforcing Building, Electrical, Plumbing and Gas, International Spa and Pool codes as well as energy codes, fire safety, and handicap accessibility. The inspections staff provides technical assistance to property owners, builders/developers, real estate professionals, Town boards and committees, and other Town departments.

In 2019 the Building Department began an audit of outstanding permits dating back as far as 2005. Our goal is to close all delinquent open permits for the benefit and safety of homeowners and their guests. This work has continued throughout 2020. We have worked with over 120 residents/contractors to successfully close over 50% of these building permits. The Building Department focused on open pool permits to ensure the safety for all inhabitants. After extensive work with pool companies and homeowners, numerous inspections were completed. Most pool inspections were found to have unsafe pool barriers and resulted in required corrections that will dramatically increase safety. All delinquent open pool permits have been closed or are pending updates to the property and working in conjunction with the Building Inspector. The goal of the Department is to have 100% compliance by early 2020. (This was completed in September 2020)

The State Building Code (780 CMR) and construction-related information is available online at the Department of Public Safety web site at www.mass.gov/dps and its link to the Board of Building Regulations and Standards. This site provides a great deal of information that can be helpful in planning and executing construction projects. It also contains a great deal of helpful information on the 9th Edition of the State Building Code.

Southborough building and zoning information is available online on the town's website. The town's website is located at www.southboroughtown.com. By navigating to the Building/Zoning Department it is possible to obtain permit applications, fee schedules, zoning regulations and other information. The site contains e-mail addresses where comments and requests can be made. Please check out the "Blog" regarding useful information for permitting and updates on codes. Our office is in the lower level of the Senior Center located at 9 Cordaville Road. Building, Plumbing, Gas and Electrical Permits can be applied for online at the Building department web page www.southboroughtown.com



Community Preservation Committee

The Community Preservation Committee faced new challenges in 2020 due, in large part, to the on-going worldwide pandemic. Despite these challenges the CPC was able to continue working on behalf of the residents of Southborough.

Prior to the State-wide shut down, the March 2020 Annual Town Meeting was held. Due to the time limit imposed on the 2020 Annual Town Meeting, the decision was made to present the budgets and postpone, until a fall Special Town Meeting, the recommended CPC projects. As of this writing, a Special Town Meeting has not been scheduled. The March 2020 Annual Town Meeting voted to accept our recommendations to appropriate from the Community Preservation Act (CPA) funds:

- **$85,437.50** to be applied towards the bond for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation.
- **$114,753** to be applied towards the bond for the renovation and restoration of the Historic Southborough Library building for the purpose of historic preservation.

There are two projects recommended by the CPC to be voted on at the next Town Meeting:

- **$238,750** for the renovation and restoration of Kallander Field for recreation purposes as requested by the Recreation Department.
- **$300,000** for the restoration and preservation of Historic St. Mark's Bell Tower for Historic purposes as requested by the St. Mark's Building Committee.

The CPC is presently reviewing two applications for the FY2021 Annual Town Meeting:

⇒ Southborough Town House Exterior Preservation and Restoration, submitted by the Facilities Director

⇒ Southborough History Museum Condition Assessment, submitted by the Southborough Historical Society

⇒ Peninsula Trail Construction: Helping to Close the Boroughs Loop/Aqueduct Trail Gap. submitted by the Trails Committee

The CPC regrets the resignation of Joe Hubley as the Historical Commission's representative and Dave Candela as the Recreation representative. We welcome Dave Joyner (Member-at-Large) and Jen Hansen (Recreation representative) as new members to the CPC this year. The CPC looks forward to a productive year ahead.

Conservation Commission

Areas subject to the Commission's jurisdiction include (1) isolated wetlands, (2) bordering and isolated land subject to flooding, (3) wetlands bordering on water bodies or waterways, (4) all land within 100 feet of (#1-3) above, and (5) all land within 200 feet of any perennial stream or river. Any activity proposed in these areas requires review by the Commission and a public hearing if the proposed activity affects any of the statutory public interests. If the Commission determines that a proposal meets the regulatory performance standards, a permit and special conditions are issued that protects the following public interests: 1) private and public water supply, 2) ground water protection, 3) pollution prevention, 4) flood prevention, 5) storm damage protection, 6) land containing shellfish, 7) fisheries and 8) wildlife habitat. In addition, the Commission has jurisdiction over projects which may have significant stormwater and/or erosion impacts in accordance with the provisions of the Stormwater and Erosion Control Bylaw under the Zoning Code.

WHAT DO WE DO?

The Southborough Conservation Commission is the local authority responsible for the protection of Southborough's natural resources and for the enforcement of the Massachusetts Wetlands Protection Act (M.G.L. Ch. 131, Sect. 40) and regulations (310 CMR 10.00), including the Rivers Protection Act, the Southborough Wetlands Bylaw and Regulations (Chapter 170) and the Stormwater and Erosion Control Bylaw (Chapter 174-13.5). The Commission is a seven-member volunteer board appointed by the Board of Selectmen.

The Commission advises other municipal officials and boards on conservation issues in Town. The Commission manages the Town's conservation properties, Community Garden, and oversees Conservation Restrictions held by the Town which includes the Southborough Golf Course and Halloran property. The Southborough Stewardship Committee, whose stewardship and management of Breakneck Hill Conservation Land and the Town Forest has been invaluable, reports to the Commission and oversees the maintenance of these lands. The Commission is served by a salaried Conservation Agent. One Commission member serves on the Community Preservation Committee, one member on the Master Plan Committee, and the Agent serves on the Southborough Emergency Planning and Management Committee.

In 2020, the Commission was fully seated at seven members with Mark Possemato as chair, Benjamin Smith as vice-chair, and members Russell Gregory, Carl Guyer, Judith Watson, Sheri Widdiss, and Jeffrey Peet dedicating their time.

The Conservation Agent, Melissa Danza, finished her Master's Degree in Sustainable Natural Resource Management while continuing to work full time for the Commission.

Lucas Environmental, LLC continues to provide high quality professional wetlands science consulting services, greatly assisting the Commission with reviews of the myriad applications received, and with ensuring that the Town remains compliant with the state and federal government regulations for stormwater management and wetlands protection. The town's on-call engineering firm Fuss & O'Neill also serves as primary peer reviewer for applications submitted under the Stormwater and Erosion Control Bylaw and wetlands filings containing complicated stormwater components.

In 2020, the Commission held 29 **public hearings** for Notices of Intent, Requests for Determination of Applicability, and Abbreviated Notices of Resource Area Delineation and discussed 4 Permit Extensions, 4 Amendment Requests, and 1 Emergency Certificates:

Request for Determination:
269 Cordaville Road
CSX ROW
MBTA ROW
11B Bigelow Road – withdrawn
12 Richards Road
7 Mt. Vickery Road
21 Stowe Road

Notice of Intent:
30 Presidential Drive
Park Central - denied
16-18 Middle Road
12 MacNeil Drive
32 Boston Road
81 Breakneck Hill Road-withdrawn
81 Breakneck Hill Road
Sudbury Reservoir Boat Ramps
28 Granuaile Road
Lot 4 Granuaile Road
Lot 5 Granuaile Road
151 Middle Road
53 Boston Road
6 Newton Street
Lot 1 Ruby Estates
Lot 2 Ruby Estates
Lot 3 Ruby Estates
Lot 4 Ruby Estates
Lot 5 Ruby Estates
Bigelow Road - SOLF

Enforcement/Violations:
84 Main Street
0 Southville Road
60 Breakneck Hill Road

Extensions:
276, 278, 280 Turnpike Road
2 East Main Street
Cain's Crossing, 141 Southville Road
Main St Project - DOT

Permit Amendments:
13 Foley Drive
3, 7, 17 Stonebrook Court
Lot 4 Granuaile Road
Chestnut Hill Farm SMP

Emergency Certificates:
21 Stowe Road

Abbreviated Notices of Resource Area Delineation
96 Mount Vickery Road
0 Southville Road

In 2020, the Commission held 4 **Stormwater Management Permit** public hearings:

Ila Bella Estates, Lorenzo Drive
17 Ward Road
61 Breakneck Hill Road
Chestnut Hill Farm

In 2020, the Commission considered 19 **Requests for Certificate of Compliance**:

19 Ward Road
Cain's Crossing ORAD
18 Middle Road
CSX Culvert
5 Burnett Road
169 Parkerville Road
74 Oak Hill Road & 2A Asaree Drive
7 Liberty Drive
9 Wentworth Drive
5 Gilmore Road
58 Deerfoot Road
65 Deerfoot Road
23 Woodbury Road
18 Wood Street
Watkins Lane (4 separate requests)
Chestnut Hill Road

In FY19, the Commission collected $5,021.75 in state regulated wetland filing fees, $13,816 in local filing fees and for necessary peer reviews, and $1,350 in Stormwater permit filing fees.

The Commission extends our gratitude to the dedicated volunteers of the Southborough Stewardship Committee for their stewardship skills, environmental acumen, and thoughtful management of the Breakneck Hill Conservation Land and the Town Forest, and for their long-term planning and oversight to fulfill the goals set forth in the Breakneck Hill Conservation Land Management Plan.

The Commission continues to support local boy scouts on projects to obtain their Eagle Scout ranking.

The Commission thanks all town officials, employees, and residents who have provided assistance to us this past year. We welcome the participation of community members in our future work.

And finally, the Community Garden had another successful year overseen by dedicated volunteer Garden Coordinator Isabel Kerber.

Council on Aging/Senior Center

This year has been eventful for the Senior Center to say the least. No matter what the circumstances are, the staff is working to bring programs and services to enhance the lives of the seniors residing in Southborough.

The Senior Center is located near the center of town at 9 Cordaville Rd. The Center is easily accessible to seniors who drive and also accessible by inexpensive bus service provided through the MWRTA which will pick seniors up at their homes and bring them to the center. Please contact the MWRTA for details and schedules at 508-820-4650. The Senior Center's regular business hours are 8:30 am to 3:00 pm Monday through Friday, and Saturday's for unstructured activities from 9:00 to 12:00 pm. (Unfortunately during Covid the building is closed until further notice).

Senior Center Funding: Funding for the Senior Center and its programs comes primarily from the town budget, the Friends of the Council on Aging, and grants from the Executive Office of Elder Affairs, and the Southborough Community Fund. The "Friends of the Council on Aging" holds fund raising activities throughout the year. The annual Falconi-Family Memorial Golf Tournament and Autumn Fair raise significant dollars towards program funding. Many thanks to those who have coordinated, participated, and contributed! Family Memorial Golf Tournament and Autumn Fair raise significant dollars towards program funding. Many thanks to those who have coordinated, participated, and contributed!

MISSION STATEMENT

The Council's mission includes advocating for senior services on behalf of the town's elder population, identifying and improving community services and resources, and providing educational, health, and recreational programs. The Council on Aging is a board made up of seven regular members and several alternate members. The Council on Aging meets at 8:30 am the first Friday of the month at the Senior Center. The public is welcome to attend these meetings.

ACTIVITIES AND SERVICES

While the Senior Center building is closed due to Covid, Many programs have been adapted and are currently available. Currently being offered through zoom are yoga, stretch class, chi gong, strength classes, other interactive group activities. We also offer a number of programs on local cable, many drive through meals themed programs and a winter walking challenge coordinated by volunteer Sandy Kiess. Please see our website southboroughseniors.com or call us to receive a newsletter with a current schedule.

Senior Center Programs when we re-open: The Senior Center has a full slate of weekly activities which are detailed in our bi-monthly newsletter and on our web site www.southboroughseniors.com. Educational programs on such topics as history, art, music, legal and medical issues are also offered throughout the year. Bus trips, luncheons, and holiday activities are very popular programs at the center. Home delivered meals (Meals on Wheels) are provided by Baypath Elder Services and are delivered to homebound seniors by our local volunteers. In addition to these services offered by the Senior Center we have also partnered with the library, police, fire, and local schools, to offer programs such as book discussion groups, safety programs, and many intergenerational programs. Two pool tables and bocce court are available and Southborough has formed a competitive pool team that participates in league play with other senior centers. In addition to providing for our seniors, the Senior Center also offers services and assistance to the families caring for these elders.

Outreach Services: Our Outreach Coordinator, Cindy Beard is available Monday through Thursday to assist with the following; support to adult children in the community responding to questions about their parents, assisting seniors in successfully aging in place which can include phone service or home visits, assessing unmet needs in the areas of safety, financial assistance, housing, fuel assistance, nutrition support, and advocacy and other referrals.

If you would like to contact the Senior Center please call: 508-229-4453 or e-mail us:

Pam LeFrancois, Director	plefrancois@southboroughma.com
Cindy Beard, Outreach Coordinator	cbeard@southboroughma.com
Peg Leonard, Program Manager	Pleonard@southboroughma.com
Leslie Chamberlin, Nurse	lchamberlin@southboroughma.com
Lorraine Caporale, Administrative Asst.	lcaporale@southboroughma.com

Nurses Clinic: Leslie Chamberlin is available Monday and Wednesday from 10:00 am to 2:00 pm to answer senior's questions or assist family members of our seniors about their health concerns. Nursing services include; advocacy for seniors with doctors and medical facilities, health screenings, medication management, distribution of walkers, wheelchairs, shower chairs, and general guidance on medical and social issues.

Support from the Southborough Community Fund
For the fourth year the Southborough Community Fund has supported the efforts of the Senior Center to assist seniors in urgent financial need. Additionally, the Community Fund is financially supporting the Caregiver Meals Program for the fifth year.

Door to Door transportation is available for Southborough Seniors who are in need of this level of service. Transportation is available through The MetroWest Regional Transit Authority. The MWRTA offers fixed route service as well as **door to door** service to seniors at very affordable prices. This service can bring seniors to various area destinations many of which have not been available in the past. Please contact the Senior Center for more details.

Trailblazers Group
Our Trailblazers are an active group of seniors who meet monthly and plan activities that include; snow shoeing, horseback riding, zip lining, hiking at various State Parks, biking, and local nature walks. They are a group of about 75 people who participate in some or all of the activities. New participants and ideas are welcome. Please contact the Senior Center or our wonderful volunteer group leader Mary Ann Anderson for more information.

Raised Bed Gardens
Our raised be gardens located at the back entrance of the building continue to flourish thanks to a wonderful group of dedicated volunteers lead by Joyce Macknauskas. The raised beds were built two years ago as an Eagle Scout project and continue to be a great asset to the seniors who work on them each year and for people as they enter the senior center. The gardens include a variety of vegetables and flowers that are shared with visitors to the center.

Sustainable Gardens
Please note the wonderful gardens that have been planted around the flagpole in the front of the building. Many thanks to Carol Yozzo and the volunteers who planned, planted, and maintain those plants.

Dull Men's Club
Many thanks to Bill Harrington who continues to lead this very successful group of 25 to 30 men who come to the senior center every Friday morning at 10:00 for coffee, donuts, and ever-changing conversations. New members always welcome.

Caregiver Support
Caregiver support is a priority at the Senior Center. Programs, training, support services, and support groups for those caring for elderly loved ones are offered. Please contact our Outreach Coordinator for more information.

Dementia and Alzheimer's support
The Senior Center offers a number of educational/support programs throughout the year for elders and family/friends, many in conjunction with the Alzheimer's Association. Support groups and caregiver training is offered on a regular basis. We are fortunate to be able to offer an inclusive approach for caregivers and seniors to keep them involved with programs at the center. Please contact our Outreach Coordinator or Nurse for more details.

Emergency Preparedness The Senior Center staff continues their efforts with the town's police and fire departments to maintain and update emergency preparedness plans for the senior population. If you or someone that you know lives alone and may need assistance during a major emergency please complete an emergency form with the Outreach Coordinator as soon as possible.

Health Insurance Counseling: Counseling is provided by appointment with a trained SHINE (Serving Health Information Needs of Elders) volunteer who has been extremely busy during the recent months helping seniors make informed decisions regarding their health care coverage. The SHINE councilor provides information and counseling for Medicare, Medicaid, Medicare HMO's and prescription drug programs. Thank you once again to Carolyn MacLeod for her generous support and many hours of service to Southborough seniors.

Council on Aging/Senior Center (continued)

Senior Tax Work-Off Program This program offers seniors the opportunity to work in a town department for 125 hours in exchange for a $1500 property tax credit. The $1500 tax credit is the obvious benefit for seniors who participate in the program. The benefit that may not be so obvious to the general public is the community involvement and feeling of giving back to the community that the seniors receive and so often express when participating in the program. Almost all who participate continue to volunteer for the town even after their hours are completed. One of the unseen benefits of this program is that participants have become a vital part of the town's work force and are utilized in number of different departments. Registration for the program takes place in early April at the Senior Center.

Senior Center Website: Our website is dedicated to informing the public of Senior Center activities, programs, and current senior related topic. Thank you once again, to our volunteer webmaster John Del Rios for providing his time and expertise in creating and maintaining this valuable service. www.southboroughseniors.com

Volunteers: The Senior Center has continued to increase current services and adapt to meet the increasing and evolving needs of the senior citizens within the community. In order to do so we will again need to rely heavily on the services of our exceptional volunteers. Last year many individuals (in addition to tax work off participants) volunteered their time to the Senior Center. Our sincere thanks go out to all who have helped to make our Senior Center a caring and welcoming place and we welcome the opportunity to involve more volunteers of every age in the upcoming year.

Renovations: In an effort to continue to meet the anticipated growing needs and requests of our elder populations the Council on Aging has been pursuing a building renovation plan. A professional design has been created which includes more activity space and additional bathrooms. Another bathroom has been added while the building has been closed.

Special thanks to Jimmy Falconi for his ongoing support with the Falconi Family Memorial Golf Tournament, and to TJ's Spirits of Ashland, Panera Bread, and Hannaford Markets for their support. Also, once again, many thanks to everyone at Southborough Access Media for their event coverage and support. Thank you to the Facilities Department for being our helpful and extremely supportive upstairs neighbors. Thank you to My Southborough for helping to promote our services to the community.

Thank you to The Members of the Southborough Community Fund for their ongoing support of our Senior Center and our Community.



WHO ARE WE?

The Massachusetts Cultural Council (MCC), a state agency funded by the state legislature and the National Endowment for the Arts, funds and manages 329 Local Cultural Councils across the state. The largest grassroots cultural funding network in the nation, the Local Cultural Council (LCC) Program enriches the cultural life of all cities and towns in Massachusetts. Led by municipally appointed volunteers, LCCs award over $4 million every year, supporting more than 6,000 cultural programs that include everything from field trips to lectures, festivals, and dance performances.

Cultural Arts Council

The Southborough Cultural Arts Council (SCAC) serves to enriches the Southborough community through a variety of cultural arts experiences.

As a local council, the Southborough Cultural Arts Council (SCAC) annually awards money to individuals and groups involved in the arts, humanities, and sciences, which offer unique experiences to the residents of Southborough. Over the years the Southborough Cultural Arts Council has provided significant funding to enrich the cultural experiences of Southborough residents.

In **2020,** despite the Covid pandemic**,** the Southborough Cultural Arts Council awarded **$3239** in grants to the following, who were successful in providing programming either in person or remotely:

Symphony Pro Musica	2019-2020 Season
Messiah Community Chorus	2019 Presentation of Handel
Interboro Community Band	ICB Winter Concert
Southborough Library	Wine Glass Paint Night
Southborough Library	Aromatherapy
Southborough Library	Superfoods 101
Northborough Area Comm. Chorus	Winter Concert
Discovery Museum	Open Door Connections
Catherine Weber	Art on the Trails
Mass Educational Theater	The Massachusetts Theater Celebration

New grants or programming ideas are always welcome. All of the required materials and details of the process may be found at the MCC's website: www.massculturalcouncil.org

As a group of volunteers, our mission is to provide opportunities for everyone within the Southborough community to engage in and enjoy cultural activities. Over the past year we have partnered with other individuals and organizations in town to sponsor new initiatives including:

- ⇒ Art Exhibits at the Southborough Library and at Chestnut Hill Farm
- ⇒ South Union Open Mic Night (we sponsored this initiative and supported a high school resident as part of her Scouting Gold Award)

The council meets monthly. We are always looking for people who would like to become members or volunteers of the Southborough Cultural Arts Council. If you have an idea or a program that would benefit our community, please reach out! For more information and any upcoming events please visit our Facebook page or our website at www.southborougharts.org.



Department of Public Works

In accordance with the Code of the Town of Southborough, the Department of Public Works (DPW) herewith submits its twenty fifth annual report for the year ending December 31, 2020.

THE DEPARTMENT

In 2020 the DPW was a Department of 16 full time employees. The Department consists of the 7 person Highway Division, which includes the Transfer Station, the 3 person Water Division, the 1-1/2 person Grounds Division, the 1-1/2 person Fleet Division and the 3 person Office. The pandemic did not affect the DPW's operations with the exception of social distancing protocols and cleaning.

- In June, the responsibilities of Operations Supervisor, an assignment that oversees and helps coordinate all DPW operations, were added to Chris Leroy's Grounds duties.
- In July, the DPW Mechanic resigned from his position. Water Division employee Colby Norton permanently took over the Mechanic position in October. Colby's position in the Water Division has not been filled yet.

Highway Division:
Dean Cibelli
George Mooney
Mark McLaughlin
Andrew Remillard
Alex Petruska
Bridget Gilleney
Tim Collins

Water Division:
Paul Harding
Stephen Aspesi
Open

Grounds Division:
Chris Leroy
Tate LaQuerre

Fleet Division:
Colby Norton

Office:
Tammi Rice
Jean Johnson
Karen Galligan

HIGHWAY

Roads

Winter 2019-2020 statistics:

- about 28 inches of precipitation as snow, ice and freezing rain
- 9 events between 12/01/2019 and 2/13/2020

Maintenance information

- centerlines and edge-lines were painted by DPW's contractor
- roadside brush-mowing, street sweeping, pot hole filling was done by the Highway crew
- stop line, school zone and crosswalk painting were done by the Highway crew

Projects

- Main Street was completed, with the exception of the punch-list, crosswalks and some landscaping.
- The 2018 paving contract was completed in late fall 2020.
- Selectmen authorized use of Chapter 90 monies to develop "shovel ready" projects in anticipation of future road grants.

Transfer Station The Transfer Station is part of the Highway Division.

- John Butler, Southborough Resident, performed a financial analysis of the Transfer Station
- Household Hazardous Waste Day occurred in October
- about 500 tons brush and yard waste were recycled
- sharps and mercury items were properly disposed of or recycled
- approximately 650 tons of comingled, newsprint and corrugated cardboard were recycled
- around 2,800 tons of refuse was transported to Wheelabrator and recycled into electricity
- 4,684 2020-2021 permits were sold at the DPW, online and by mail
- Required Landfill and Transfer Station reporting occurred as required in 2020

Storm-water

- the Annual Spring Clean-up wasn't held due to the pandemic
- storm water annual reporting was submitted as required
- the Town continues to work to comply with our new storm water permit
- 10 catch basins were repaired in 2020
- The catch basin cleaning contractor cleaned 1,268 catch basins

Cemetery

- Burial Rights to 16 lots, containing 22 graves, and 1 niche were sold
- There were 33 cremation burials and 31 full body burials at the Rural Cemetery

GROUNDS

The DPW Grounds Division oversees 75.5 acres of town grounds, school grounds, recreation facilities and cemeteries.

Maintenance

- performed standard and preventative maintenance on the Cemetery grounds and all athletic fields, including:
  - ◊ Aerating, fertilizing, over seeding, applying lime, auditing and maintaining irrigation systems
  - ◊ collecting trash at cemetery, fields, playgrounds
  - ◊ inspecting, repairing school and recreation playgrounds, maintaining Fibar at all playgrounds
  - ◊ monitored the Town's Integrated Pest Management (IPM) Program as required by the Children's Protection Act.
  - ◊ contractor mowed and performed seasonal maintenance on all Town and school grounds

Trees DPW does not have a Tree Division

- the Town's tree contractors removed and trimmed hazard trees, tree hearings were held for trees to be removed in 2021. National Grid removed dead trees along their 3 phase grid, the Town planted trees along Main Street.

WATER *Water is an enterprise fund*

Consumption

- 2020 usage in Southborough was about 380 Million Gallons (MG) of water, average day's usage was about 1.0MG, the drought and pandemic stay at home orders contributed to the high consumption

Rates

- new water rates were voted and charged on the April bill

Breaks

- DPW's leak detection contractor found 2 service leaks and 13 hydrant leaks, there were a total of 4 water main breaks and 8 service breaks in 2020

Infrastructure Improvements and Maintenance

- 20 water services, 3 hydrants, 300 feet of 8" main and 1,500 feet of 12" main were added to water system
- exercised gate valves, flushed system, repaired 14 hydrants
- sampling and DEP reporting completed

Projects

- The Ashland /Southborough Interconnection Project is about 90% complete. This project included many upgrades to Southborough's water system at Ashland's expense.

Economic Development Committee

INTRODUCTION

The Economic Development Committee (EDC) continues to pursue the mission detailed in Article VII of the town code which was voted at the April 2017 Town Meeting. The EDC is permanently established to expand and strengthen the local economy, promote job creation and enhance the Town's quality of life through balanced and sustainable economic development.

Key to the EDC's efforts is to work closely with the business community, residents, nonprofits, town leaders and committees to retain and attract businesses that will expand and strengthen our business tax base while preserving the character and charm of Southborough. This will help the Town reduce its reliance on residential taxes and enhance the quality of life.

The EDC's activities are varied and are aimed to strengthen Southborough's economic wellbeing and quality of life. Our activities over the last year can be grouped under the priorities that the EDC set out for 2020 namely, the Downtown Initiative, Business Outreach and Business Development.

The year 2020 created many challenges due to the COVID-19 pandemic that affected everyone not least the business community. A major focus this year has therefore been to find ways to assist our small, local businesses through this challenging time.

THE DOWNTOWN INITIATIVE

2020 saw a continuation of efforts outlined in the Downtown Initiative program started in 2017. The ultimate aim of the initiative is to restore downtown Southborough to a vibrant village center and keep with the goals outlined in the Master Plan of "promoting growth and development within the Downtown to encourage a mixed-use environment" as well as "reinvigorate Southborough's villages by creating small, resident driven businesses to provide the types of goods and services that Southborough residents now have to obtain in adjacent communities".

The EDC made great progress with creating an updated zoning article for the Downtown Business Village District. The new proposed bylaw is sponsored by the Board of Selectmen, and was created through close collaboration between the Board of Selectmen, the Economic Development Committee, the Planning Board, the Southborough Housing Opportunity Partnership and numerous other boards, committees and town employees.

Year 2020 Highlights of the EDC's Downtown Initiative include:

- Hired Special Counsel, Adam Costa and Barrett Planning LLC for professional assistance with the Downtown Business Village District zoning bylaw. The consultants were retained with the $50,000 Planning Assistance Grant from the Executive Office of Energy and Environmental Affairs, awarded in 2019.
- Wastewater feasibility study proposal under consideration by two engineering firms.
- Created draft Design Guidelines for the Downtown Business Village District.
- Created an information packet for residents/businesses about the proposed new zoning district for Downtown.

BUSINESS OUTREACH

In 2020, there were close to 500 businesses in Southborough, which collectively employ more than 8,000 people. The town boasts a diverse economy with commercial activity spanning 16 different Industry sectors and includes large global companies, small to mid-sized businesses as well as non-profits (*Source: MA DLWD*). Southborough's excellent location and highly skilled talent are the main factors mentioned by companies who have located here.

Due to the unprecedented situation this year with the pandemic, 2020 saw several small businesses close down as well as increased office space vacancies, most notably along Route 9. With forced office closures and employees working remotely, restaurants and other businesses saw a sharp decline in income.

Consistent with the Master Plan goal (ED-2.2), the EDC recognizes the importance of establishing and maintaining a personal relationship with businesses in town. The committee had to halt in-person meetings due to the pandemic but vows to resume these meetings once it is safe to do so in 2021.

IMPACT DUE TO COVID-19

Our business community has been hit hard by the effects of the pandemic. The EDC's focus is to help our local businesses as best we can. Some of this year's efforts include:

- Information sharing (updates on COVID-19 regulations/opportunities);
- The creation of a re-opening guide for Southborough businesses;
- Creation of outdoor dining regulations in close cooperation with other town departments and employees;
- $204,000 DHCD Microenterprise Grant to directly help our local micro enterprises;
- $24,500 Shared Streets and Spaces grant to help Southborough restaurants extend operations and create outdoor dining areas.

BUSINESS DEVELOPMENT

In 2020, 9% of Southborough land use was zoned for commercial and/or industrial use and 4% of this land was available for development. In order to bolster the Town's commercial tax base, to relieve pressure on residential taxes and keep up with increased spending by the Town, it is vital that existing commercial zones in Southborough are utilized to its fullest potential.

In 2020, the EDC renewed its focus on addressing under-utilized lots and vacant office space along Route 9. The committee reached out to real estate owners, developers and the business community to see how the Town can be of assistance in attracting, retaining and promoting businesses in Southborough. Some of the issues that were identified and need to be addressed include Southborough's current infrastructure, public transportation options, zoning regulations and the permitting process. The EDC is also continuing to look at other available tools to help improve Southborough's competitiveness.

With a new business model emerging after the pandemic, the EDC envisions more flexible zoning regulations and increased amenities in office parks to become even more important.

OTHER EDC ACTIVITIES

The EDC's in-house Knowledge Center is continuously updated with new information and provides ready access to various research reports, economic data, and local business information. Some of the reports available on the EDC website include; the Southborough Community Guide, the shop SOBO local business directory, Southborough Permitting Guide and the 2014 Southborough Employment Report. To improve transparency and information sharing, the EDC created a Facebook page and started sending out a monthly EDC Newsletter which was also made available on the website.

Facilities Management Department

MISSION STATEMENT

To extend the life of the Town's physical facilities and associated systems through routine and preventative maintenance, repairs, and system betterments geared toward improving operational efficiencies. Additionally, the Facilities Department helps to ensure public safety by adhering to sound operational practices that comply with federal, state, and local building, environmental, and health codes.

Subject to budgetary constraints, it is the policy of this department that its resources be directed toward planning and providing essential services, maintaining systems, operating equipment and facilities in a safe manner, and improving Town properties in such a way as to make their use more attractive to residents.

DESCRIPTION OF SERVICES

Our services include, but not are limited to, the following:

1. Designing facility systems that address the needs and requirements of various municipal departments.
2. Construction, demolition, modifications, renovations, and repairs related to facilities, building systems, and equipment.
3. Operating and maintaining various types of building systems such as mechanical, electrical, structural, fire, health and safety, and security.
4. Operating facilities in a safe and environmentally conscious manner.
5. Adhering to local, state, and federal standards when administering the purchase of materials and services.
6. Purchasing building systems, new and replacement equipment, and custodial supplies.
7. Providing input and data to various Town boards and committees.

STAFFING

Our department is divided by craft; but it is also integrated to help ensure mission accomplishment. This means that, as the need may arise, any person may be called upon to perform duties that may normally be considered outside of their specialty. It is this unity and ability to combine skills for mission accomplishment that sets our department apart from other municipalities' facilities or maintenance departments.

Our current FY21 staff is as follows:

Director of Facilities
3 Maintenance Technicians, full-time
Maintenance Electrician, part-time
Business Administrator

STAFF FUNCTIONS

Director of Facilities - Through the use of support staff, works to ensure the safe and cost-effective operation of Town owned building structures. Tasks performed include, but are not limited to, the development and implementation of budgets based upon the goals and objectives established by the town, scheduling of maintenance procedures, project planning, cost estimating, preparation of proposals, reviewing operational control procedures, and coordinating vendor and contractor activities.

Maintenance Technician - Under the guidance of the Director of Facilities, performs all functions pertaining to building maintenance and construction related projects; inspects, tests, maintains, and repairs building system components such as motors, pumps, boilers, HVAC, and waste water systems. A substantial portion of work performed requires the ability to read and work from diagrams, sketches, and operating manuals.

Maintenance Electrician - Performs all facets of electrical preventative maintenance, repairs, and replacements in accordance with established procedures, NEC codes, state regulations, and work schedules. Responds to service calls related to electrical systems and equipment and conducts various inspections to help ensure the safe operation of Town owned building structures.

Business Administrator - Performs all aspects of administrative office work. Tasks performed include, but are not limited to, procuring goods and services by preparing quote and bid documents in accordance with M.G.L. c. 30B, M.G.L. c. 149 and other applicable statutes, preparing purchase orders, processing invoices, and maintaining a running account of all department expenditures. Assists the Director of Facilities with the preparation of documents, maintenance of project folders, and monitoring of budgetary funds. Tracks preventative maintenance and repairs by creating, distributing, and closing out department work orders.

ACHIEVEMENTS

Over the past year, the members of the Facilities Department have been working diligently to improve the level and quality of service provided to our customers. As we move forward into the new calendar year, we will continue to focus on maintaining structures and making upgrades to systems that are approaching the end of their life cycle; such upgrades often result in financial savings realized through reduced maintenance and energy costs.

Although the COVID-19 pandemic made it necessary to temporarily restructure work activities in order to ensure a safe environment for facility users, the members of the department rose to the occasion in a commendable and noteworthy manner. Below is a list of projects undertaken by the Facilities Department in 2020. Although most of these projects have been finalized, we will continue to work on completing the remainder in 2021.

TOWN HOUSE

- ◊ Created a new office space in the Treasurer's Department area.
- ◊ Repainted the front foyer, main floor business area, and treasurer's office space on the first floor.
- ◊ Repainted and installed new LED lighting in the McAuliffe Meeting Room on the second floor.
- ◊ Made repairs to electronic and mechanical components on the boilers and related HVAC control systems.
- ◊ Replaced a failed air conditioning condenser with a high-efficiency unit.
- ◊ Replaced two condensate fan motors and capacitors or air conditioning units.
- ◊ Replaced boiler relief valves.
- ◊ Recharged air conditioning condensing units to optimal pressures.
- ◊ Installed a new battery in the automated external defibrillator unit (AED).
- ◊ Installed COVID-19 related safety equipment.

LIBRARY

- ◊ Completed the installation of a new air conditioning condensing unit.
- ◊ Replaced the boiler system.
- ◊ Installed a new EMS system.
- ◊ Installed new float switches and a duplex controller on the septic system.
- ◊ Made repairs to the old EPDM roofing system.
- ◊ Began the installation of a new roofing system.
- ◊ Replaced the batteries in the emergency lighting system.
- ◊ Installed a new faucet and shut-off valves in first floor bathroom.
- ◊ Replaced the water supply delivery system in the janitor's closet.
- ◊ Installed a new battery in the automated external defibrillator unit (AED).
- ◊ Installed COVID-19 related safety equipment.

PUBLIC SAFETY COMPLEX

- ◊ Relocated condensate drain system in Server Room.
- ◊ Replaced a circulator pump impeller shaft seal on the HVAC system.
- ◊ Made repairs to the elevator system.
- ◊ Replaced prefilters on Airvac system in apparatus bay.
- ◊ Installed a backflow preventer on the exterior water supply spigot.
- ◊ Installed a new water spout in the Decontamination Room.
- ◊ Installed numerous items needed for day-to-day operations throughout the complex.
- ◊ Installed COVID-19 related safety equipment.

Facilities Management Dept. (continued)

DPW

- ◊ Replaced the oil pump on the waste oil burner.
- ◊ Replaced a capacitor in the 2nd floor bathroom/locker room heating unit.
- ◊ Added condensate drains and replaced an inducer on furnaces.
- ◊ Replaced vent motors, ignition controls, and related pilot components on apparatus bay Reznor heaters.
- ◊ Replaced shower assembly in the women's locker room.
- ◊ Replaced lavatory faucets in the men's locker room.
- ◊ Installed a new battery in the automated external defibrillator unit (AED).
- ◊ Installed COVID-19 related safety equipment.

CEMETERY

- ◊ Replaced various mechanical plumbing components related to the waste system.
- ◊ Replaced the heating oil storage tank.

STATION II

- ◊ Installed new alarm strobe lights on the exterior of the building.
- ◊ Replaced heat detector unit in the garage.

CORDAVILLE HALL

- ◊ Began the construction of a new ADA compliant bathroom.
- ◊ Replaced batteries in emergency generator.
- ◊ Installed new frost-free exterior water spigot.
- ◊ Made electrical repairs in the big meeting room.
- ◊ Installed a new battery in the automated external defibrillator unit (AED).
- ◊ Installed COVID-19 related safety equipment.

SOUTH UNION SCHOOL

- ◊ Installed manual reset to low water cutoff, new backflow preventer and limit pressure switch on the boiler unit.
- ◊ Installed a new in-line steam trap.
- ◊ Created additional storage space on the second floor.
- ◊ Installed a new battery in the automated external defibrillator unit (AED).
- ◊ Installed COVID-19 related safety equipment.

GOLF CLUBHOUSE

- ◊ Painted the exterior of the building.

Open Space Preservation Commission

COMMISSION CHARGE

Members shall serve as facilitators for protecting and preserving open space in the Town.

As available land becomes scarcer and prices higher, the Open Space Preservation Commission (OSPC) has been seeking innovative ways to fulfill the charge of the Commission. Preserving open space within Southborough is accomplished not only by purchasing land or permanently protecting land though legal instruments such as conservation restrictions. This year marked the third year of our very successful Native Pollinator and Native Plant Initiative. While we all faced challenges of living in a Pandemic, we were pleased with our great progress in this initiative as well as the increase in use and dedication to our open space in Southborough.

We have focused our efforts particularly around:

⇒ The Native Pollinators and Native Plants Initiative
⇒ Protecting and Promoting Open Space in Southborough
⇒ Education and Outreach pertaining to Open Space

Native Pollinator and Native Plant Initiative

- Led by OSPC Chair Freddie Gillespie, collaborating with the Stewardship Committee and under the direction of Dr. Robert Gegear, we were responsible for the creation and installation of a 4,500sq ft. Beecology Research Garden. Dr. Gegear and others gifted us the majority of plants specifically chosen to help at-risk species of pollinators with a focus on Bombus fervidus and Bombus vegans, both in trouble statewide and nationally. Bombus fervidus had disappeared from Breakneck Hill in 2019 and B. vagans numbers were very low.
- We organized a dedicated group of over 20 volunteers who worked at Breakneck Hill 2 to 3 times a week from May to October.
- We were rewarded with a return of B. fervidus and an increase of B. vegans populations. The results of our work is now included in the data of Dr. Gegear's research and will guide projects statewide moving forward.
- In October the OSPC hosted a Beecology Habitat Program at Breakneck Hill for the MetroWest Conservation Alliance. While adhering to COVID safety requirements, 40 individuals from across the region attended to learn from Southborough's success.
- In late summer and fall, we started another program with volunteers collecting seeds from the Beecology Research Garden. Once again, a group of dedicated volunteers spent time all fall working to clean those seeds for our hugely successful Winter Sow Project.
- All these volunteer driven activities and events go towards our efforts to certify the town as a Wildlife Habitat Community, although the main thrust was sidelined by COVID, we continued to work towards certification.

Protecting and Promoting Open Space in Southborough

- Prior to COVID restrictions we began an OSPC/SVT/ SOLF joint land outreach project and investigated grant opportunities. We will start up again when COVID restriction are lifted.
- Began first year of a 3-year invasive removal project and habitat improvements at the Golf Course.
- Worked on public access plan for the Halloran Property.
- Collaboration with Planning Board and builders to balance development needs with the preservation of open space.
- Collaboration with EDC on the Downtown Bylaw proposal

Education and Outreach

The pandemic caused us to have to cancel events planned or, in some cases, we were able to pivot and reschedule in a virtual format. In spite of the challenges, we were happy for very well received events.

- Sarah Rositano continues to be our Team Leader in the National Wildlife Foundation's Community Wildlife Habitat Certification Program. We are continuing the process of becoming a Wildlife Habitat certified town. Participating in the process assists in educating both town residents and town entities on what it means to create space that is a friendly habitat for wildlife. This began with educating individuals and organizations on the value of certification and the process. We have partner volunteers from key organizations such as SOLF and the Conservation Commission.

Open Space Preservation Commission (continued)

We have been accumulating points and have 37 habitats signed up – 17 private homes and 20 private areas. We have 77 out of 150 required points for certification. Sarah has submitted to the National Wildlife Foundation the events we have completed.

- Karen Cvitkovich is our representative and remained continuously involved in the Master Plan for Southborough. The Master Plan Committee is well into their second year, and Karen has been instrumental in collaborating with others to ensure that open space and green initiatives will be well represented in the strategic thinking of the town for the next ten years.
- We had a variety of programs scheduled in 2020 at the Southborough Library. While we had to cancel several scheduled presentations, we are grateful that prior to the Pandemic we were able to host a native plant seed education and cleaning workshop in January and a winter seed sow program in February of 2020. In addition, we worked to convert the in-person program from 2020 to plan for virtual versions in 2021.
- As a result of our education efforts, we also noted a real shift in the high level of awareness and collaboration between our commission and builders in the town around the use of Native Plants for town buildings and for new construction developments. A great example of this was the collaboration with St. Mark's School around their landscaping and utilization of native plants.

Summary

As we review the overall accomplishments of the Open Space Preservation Commission in 2020, in light of the enormous challenges represented by COVID19, we feel grateful for the commitment of many in the town to the protection and promotion of our open space and the continued and increasing recognition of its importance to our town in terms of quality of life of our residents and contribution to sustainability and a healthier environment for all.



Recreation Commission

RECREATION COMMISSION:

Jen Hansen, Chair

Donald Dumont, Vice-Chair

Kristin Lavault

David Nixon

VACANCY (1)

RECREATION DEPARTMENT:

Tim Davis, CPRP, Director

Alexandra Officer, Program Coordinator

Denise Mayer, Administrative Assistant

Overview

The Recreation Department strives to provide quality services and programming to the community. The Recreation Department has worked diligently to continue to provide more services and programs to residents without increasing the overall tax burden. The department currently consists of two (2) full time employees and one (1) part time employee. The department also employees 50+ part time employees as well throughout the calendar year, many being residents.

The Department serves the community through programs and activities for all ages, special events, and facility management. Programs offered by the Recreation Department include Recreation After-school Programs (RAP), youth sports such as track and field, cross country, and rugby, various alternative programs such as pickleball, skateboarding, and pottery, and town wide community event such as summer nights and summer concerts.

The department is advised by the Recreation Commission composed of five (5) appointed residents of the Town. The commission meets monthly to assist in the operations of the department, offer input and feedback on current situations, and recommend action of pressing issues or priorities in town.

Department Programming

2020 brought unexpected challenges in our department programming due to COVID19. Prior to the shutdown in March, the department was on track for record setting numbers of camp enrollments and general program numbers. Summer 2020 was set to be our most ambitious camp season yet with full day hours based on a single location, improved age group experiences, and an expanded Counselor in Training program. Our after-school programs were consistently filling with an average of 40 classes available for registrations every 5-6 weeks. The hard work of the office staff was paying off in numbers and output.

However, since the shut down our programming has been mute. For safety reason above all else, programming was cancelled for the remainder of the school year and summer camp was closed as well. This resulted in a significant financial loss for the department and a hit to our momentum of growth.
Online programs were introduced to fill the void and were successful to the extent they could be with an online platform. The department focused a lot of their efforts on working with our fellow human service departments (COA, SYFS, and Library) to introduce joint programs as well as support one another in each other's efforts.

Community events took a hit as well due to the pandemic with the cancellation of our outdoor summer concert series and outdoor movie nights. Our annual summer nights celebration was cancelled including the fireworks. Finally, Heritage Day was called off for 2020. Planning has already begun for 2021 to bring these events back better than ever.

As the town felt more comfortable opening, we ended our summer on a positive note with the introduction of Free Drive-in Movie nights at Neary School which were a huge success. With proper safety protocols, we re-introduced our soccer camp in partnership with BEST soccer and saw record numbers. Finally, when the fall school semester returned, we have been able to operate on a limited bases with after school programming once again providing vital recreational experiences to the students of our town.

Southborough Fields and Facilities

The Recreation Department is responsible for the scheduling of all town owned fields. The Department facilitates each season with youth sport organizers, custodial support, and various other individuals that are key to the success of Southborough youth

Recreation Commission (continued)

athletic seasons. Recreation is also responsible for the management of the Town House playground and Fayville Playground. Below is an inventory of fields and facilities the Recreation Department manages.

- Harold E Fay Memorial Field/Playground
- Mooney Baseball Complex – Finn School
- Finn School Fields
- Liberty Estates Field
- Kallander Field
- Lunblad Field
- 9/11 Memorial Turf Field
- Choate Fields – Woodward School
- Neary School Fields
- Trottier School Fields
- Trottier Track
- South Union Building/Arts Center building and playground
- Town House Playground



Depietri Field



Fayville Basketball Court



Town House Playground

Facility Development and Maintenance

The Recreation Department continues to maintain and improve upon many facilities in response to generous funding and support from Town Meeting. 2020 was an exceptional year. A special thanks to the Southborough Public Works Department for their tireless effort in assisting the Recreation Department when possible and appropriate. Below is a list of accomplishments and outlook for 2020 and 2021.

- Depietri Field – Completed Spring 2020
  - Regrade and resurface (sod) of the playing field
  - Installation of drainage system
  - Installation of irrigation system
- Town House Playground – Completed Summer 2020
  - Old structures removed as a result of failed safety inspection
  - Brand new equipment installed with the assistance of Southborough Public Works
  - New ADA rubberized surface installed for universal access
- Fayville Playground Basketball Court
  - Completed November 2020
- Mooney Baseball Field Lighting
  - Received Planning Board approval in December 2020
  - Anticipated completion in Spring 2021
- Richardson Tennis Courts at Neary School
  - Received Planning Board approval in December 2020
  - Anticipated completion in Spring 2021
- Kallander Field
  - On Town Meeting warrant for FY22 Town meeting approval. Originally on FY21 Warrant but pushed due to COVID19
  - CPA Funding Request
  - Anticipated completion if approved, Summer/Fall 2021

The Friends of Southborough Recreation

The Friends of Southborough Recreation (FOSR) is a registered non profit that assists the Recreation Department in the development and implementation of community programming through financial assistance, donations, scholarships, and volunteer hours. The group assisted in the implementation of the departments drive in movies this past summer. The FOSR is also the driving force behind the Town's annual Gobble Wobble 5k Thanksgiving Road Race. This year the race went virtual but was still a great success with over 200+ participants. Runners participated in town, out of town, and even out of state with this year's winner competing in Colorado. The Recreation Department is incredible grateful to have a group as dedicated as the FOSR.

Trails Committee Update

The Southborough Trails Committee develops, enhances, maintains, and monitors trails in town. We work closely with municipal and state entities and adjacent towns to explore interconnecting open spaces. One of our top goals is to support a network of trails and to create healthy recreational opportunities for people of all ages and abilities to enjoy Southborough's open spaces and conservation land. Southborough's natural resources offer unique opportunities and benefits to the community. We are committed to doing our part to help balance the use of trails while helping to keep the watershed clean and helping to protect the water quality of the reservoirs.

The Committee has had a productive year focused on projects to help advance the following objectives:

- Enhance community outreach and trail awareness
- Improve trail maps, signages, and navigation
- Continue stewardship efforts related to tree/brush debris and trash clean up
- Open new trail sections to help close the gap for regional trails

The Committee shares trail resources, news, announcements, and events with the community on a regular basis. We use Facebook and our website to engage the community and keep folks updated with trails-related happenings. Since January 2020, the Committee has increased its Facebook followers by 140% and we doubled the distribution list for the trails website news and announcements e-alert system since 2018. Connecting and engaging with the community will continue to be a top priority for the Committee moving forward.

While 2020 presented a few challenges with group size restrictions, project delays, and cancellations, the Committee was able to move forward with a few key projects:

√ Improved signage along a section of trail between Parkerville and Middle Road with the generous donation from a resident and with the help from Fay School with the post installation.

√ Finished the installation for four map kiosks throughout town with the help of Eagle Scouts and DPW (projects started in 2019; completed in 2020).

√ Received a Choate Fund Grant to add *'Southborough Trails'* signs to the kiosks and to install four monofilament fishing line recycling receptacles at popular fishing areas.

√ Worked with the Central Massachusetts Regional Planning Commission to include GIS mapping data for the Southborough Town Forest & the Sudbury Reservoir/Boroughs Loop/Aqueduct trail systems that will be included in an interactive online regional trails map.

√ Completed tree debris clean-up and brush trimming throughout the year (with the help of the Committee, a boy scout family, and community members)

√ Cleaned up trash and fishing line along the shoreline off Rt. 30 and Deerfoot Road.

√ Reconstructed the Bay Circuit/Boroughs Loop Connector Trail with the help of the Bay Circuit Trail Volunteer Group, the Committee, and a community work party.

√ Working to secure funding to open the last major section of the Boroughs Loop/Aqueduct trail near the Fayville Dam – targeting 2022.

We want to thank all those who help the Committee accomplish its goals and objectives: Scouts, residents, committees, commissions, boards, departments, local organizations, surrounding communities, and state entities. We look forward to continuing to build, enhance, and maintain trails in Southborough.

Southborough Library

MISSION STATEMENT

The Southborough Library is an innovative, inspirational, and dynamic center dedicated to lifelong learning and interests. The library provides services, programs, collections, and technology to the local community. The building serves as a welcoming environment, facilitates equal access, and provides collaborative space to the public.

Overview of Library Services

The Southborough Library provides books and other materials to residents of the town to check out and borrow. Any resident of Massachusetts qualifies for a library card. The library has five public computers with Internet access, including one in the Children's Room. There are two catalog terminals to search for books and materials, two Apple iPads for the catalog, a black & white printer, and free Wi-Fi for the public. The library also provides access to a pay-per-use copy machine and a self-service fax machine. The library provides access to a self-checkout machine upstairs. Visit www.southboroughlib.org to search the catalog and request items, download electronic books and audiobooks, or to access online electronic resources. New e-resources added in 2020 include *Creativebug*, *HelpNow*, *JobNow*, *Kanopy*, and *Skillshare*. Staff routinely provide Reader's Advisory service, suggesting books for library users to read.

Reader's Advisory services was expanded in 2020 and integrated into the library's website. Library card holders also have access to downloadable e-books and electronic audiobooks on their personal e-readers, smart phones, and tablets via the C/W MARS Overdrive service at: https://cwmars.overdrive.com.

Thanks in large part to The Friends of the Southborough Library, the library offers reduced price passes to several cultural museums and educational attractions across Massachusetts. The Southborough Library offers two circulating telescopes for patron checkout, as well as a growing collection of circulating puzzles. At the main floor circulation desk, the library offers complimentary coffee. On March 16, 2020, the Southborough Library closed as a result of the COVID-19 pandemic. On June 8, the library started offering curbside pickup service. Curbside pickup service is expected to continue through early 2021.

Delivery and Interlibrary Loan

Southborough is a member of the Central/Western Massachusetts Automated Resource Sharing (C/WMARS) network. Through the consortium's interlibrary loan service, card holders can request materials Southborough does not directly own but still has access to via a statewide delivery service. Unless there is a pending wait list, books and materials are typically received in just a few days. Users are notified by e-mail, phone, or text when the material arrives. To search the full C/WMARS catalog and place holds, visit http://bark.cwmars.org. Network delivery was disrupted from March through June due to the COVID- 19 pandemic. Users also have access to the Commonwealth Catalog at: https://commonwealthcatalog.org

Board of Trustees

The Library Board of Trustees consists of Marguerite Landry (Chair), Jane Davis (Vice Chair), David C. Ekberg, Janet Maney, KimRegan, and Amy Yazdani. The board works very closely with library director Ryan Donovan with the ongoing evaluation and implementation of library services, in addition to aiding the director with policy and long-term strategic planning efforts. The Library Trustees regularly reviewed the progress of the ongoing Library Façade Restoration Project to historically restore the front steps and roof. The board meets at least once a month, typically on the third Tuesday of the month. For the majority of 2020, the Library Trustees held meetings virtually on Zoom due to the COVID-19 pandemic.

Library Staff

Besides providing direct public service to patrons, staff activities include purchasing and processing books, planning programs, deaccessioning material collections, creating booklists and displays, scheduling the meeting room, working with and learning from our regional library consortium, promoting existing electronic resources, updating records in the automated catalog, and offering computer and e- reader help. Staff also seek out and write grants; in 2020, the library received multiple grant awards from the Southborough Cultural Arts Council, the Choate Recreation Fund, the Mass Cultural Council, the Massachusetts Board of Library Commissioners, and the Southborough Community Fund.

Library Programs

In January, February, and March, the library hosted a variety of partnership programs across a multitude of subject areas. These events included: a lecture from Rebecca Watters co-sponsored by the Southborough Open Land Foundation; two seed-related workshops in coordination with the Open Space Preservation Commission; an artists' showcase and grant award ceremony with the Southborough Cultural Arts Council; and a Library Legislative Breakfast with Sen. James Eldridge and Rep. Carolyn Dykema.

The COVID-19 pandemic significantly disrupted programming efforts for the majority of 2020. By April 2020, the library begin to host a variety of new virtual programs. They included a weekly Virtual Book Club, twice weekly virtual story times for children, two cohorts of the Scratch Coding Club, Virtual Crafternoons for middle grade and high school students, a new online Creative Writing Club, winter virtual gardening lectures, and a virtual author event with local author Meredith O'Brien. Southborough Recreation helped manage online virtual registrations. Southborough Access Media helped to produce two SCAC- funded lectures for the local cable station and YouTube channel at the library with Kim Larkin on the topics of aromatherapy and superfoods, respectively. In September and October 2020, the library held several successful outdoor programs for children, including Preschool Story Times and Baby Yoga.

Children's Librarian Kim Ivers had to significantly redesign plans for the library's annual Summer Reading program. She created weekly "grab and go" kits that included: suggested reading lists, topical scavenger hunts, select coloring pages, weekly challenges and crafts, and a variety of other suggested activities. The library distributed free comics books as part of the event, as well as MBLC-sponsored hockey materials from the Boston Bruins. Based on the activities and usage this summer, a Southborough Library youth participant was selected as a grand prize winner for the Bruins "High Five game experience." More about the program on the website here: https://www.southboroughlib.org/childrensummerreading.asp

Library Volunteers

In 2020, 50 volunteers donated a total of 924 hours. The staff, trustees, and library director acknowledge the hard work and dedication of these volunteers, many of whom served on a weekly basis. Following the March 16, 2020 building closure, the library volunteers were dismissed until further notice. In addition to individual volunteers, the library also appreciates the Southborough Gardeners' town beautification efforts, including a donation of weekly flower arrangements by Gardeners' members made available for public viewing in the Judy Williams Reading Room. The library would also like to thank Denise Johnson, the art educator from the Margaret A. Neary Elementary School, for contributions to a "Clay Critters" exhibit of student work on display next to the library's elevator. In 2020, the Southborough Cultural Arts Council sponsored exhibits for artists Sigrid Knemeyer and Catherine Weber at the library.



STRATEGIC PLAN

View the library's 5-year long range strategic plan here: www.southboroughlib.org/about.asp

Ella Eaton Meeting Room

One meeting room is available to local, non-profit groups for educational, informational, or cultural meetings or programs. This room also hosts a variety of library programs. The Ella Eaton Meeting Room holds a maximum of 28 people. In 2020, a total of 30 meetings were held in the room. As with the rest of the building, the Eaton Room closed on March 16th, 2020 due to the COVID-19 pandemic.

Southborough Library Fund

In 2011, the Library Board of Trustees established the Southborough Library Fund, a 501(c) (3) tax-exempt fund under the umbrella of the Community Foundation of North Central Massachusetts. As the library prepares to undertake the planning and design of a new or renovated space, the Fund can help to supplement the costs of this effort through individual giving. Donations can be mailed to: Southborough Library Fund, P.O. Box 141, Southborough MA 01772 or made online at: https://donate.cfncm.org/.

The Friends of the Southborough Library

Since 1972, the Friends of the Southborough Library have been raising supplemental funds for library initiatives, such as youth programming that has not traditionally been supported by the municipal budget. The Friends hold 501(c)3 nonprofit status. The library would like to acknowledge and thank the Friends' leadership for their service: President Beth Melo, Secretary Sue Gordon, Treasurer Prudence Webster, and Book Sale Chair Diana Trembley. Want to help support the Southborough Library? Join the Friends group, which meets monthly during the school year typically every second Wednesday evening at 7:30 PM. Meetings are now on Zoom. For more information, please e-mail friends@southboroughlib.org.

Southborough Library (continued)

Staff Acknowledgements

Ryan Donovan, Kim Ivers, Pat Ellis, Leah Selleck, Amy Townsley, Carol Logan, Val De Angelis, Marianna Sorensen, Katharine Kolenda, Nickaela Fiore-Keyes, Kelly Winand, Alicia Winske. Marjory O'Neill, Kathleen Schoener, Linda Benevides, Mia Boloz, Raiya Sehgal, Jade Shemligian, Shakila Sivarajan, Acacia Truong, and Michelle Tremblay.

Contact Information
Phone: 508-485-5031
Website http://www.southboroughlib.org
Twitter: @SouthboroughLib
Facebook: http://www.facebook.com/southboroughlib

Hours: Monday, Friday & Saturday, 10:00 AM to 5:00 PM
Tuesday, Wednesday, & Thursday, 10:00 AM to 9:00 PM
Closed Saturdays in July and August

	FY17	**FY18**	**FY19***	**FY20^**
Total material holdings	145,170	161,569	149,824	199,903
Direct circulation (not including inter-library loans)	146,166	138,906	109,622	114,976
Inter-library loans processed through Southborough (sending and receiving)	30,976 (13,318 received, 17,658 provided)	30,806 (13,163 received, 17,643 provided)	29,720 (12,945 received, 16,775 provided)	21,848 (8,834 received, 13,014 provided)
e-book circulation	6,032	5,897	6,924	10,524
Total attendance at adult/young adult programs	1,818	2,185	2,508	1,538
Total attendance at children's programs	7,320	7,332	8,324	4, 720
Fines & fees collected and turned back to the town^	$2,792.00	$2,590.00	$1,567.47	$885.00

"I ransack public libraries and find them full of sunk treasure." – **Virginia Woolf**

SOUTHBOROUGH LIBRARY

WHAT DO WE DO?

Southborough Youth and Family Services is a human service resource for the community, which focuses on the prevention and treatment of youth and family problems. We offer preventive programs, counseling, information, and education. We also provide various types of assistance to families in financial need.

MENTAL HEALTH SERVICES

COUNSELING REFERRALS:

In 2020 our clinical team offered referral support as a first response to residents looking for mental health services. This process involved the collection of information from residents (including insurance plans, provider preferences, type of therapy location etc), cross referencing several data bases, calling providers several times within a 2-4 week period, and providing residents with a short list of providers that met their criteria and had openings. In 2020, our staff provided this service to 32 families.

COUNSELING:

The counseling component of Youth and Family Services is available to any resident of Southborough, free of charge, though we do prioritize clients who have barriers to getting treatment elsewhere. This may include financial restraints, long wait lists with outside providers, transportation issues, or other special circumstances. We are staffed by mental health professionals offering individual, couples, family, and group counseling, and have also been fortunate to have the assistance of mental health graduate interns over the last several years. In 2020, 65 people received counseling or individual crisis intervention support services from us.

CLINICAL CONSULTATIONS:

On occasion, residents may request an appointment with a member of our clinical staff for a consultation that consists of one or two meetings only and does not progress into any other mental health services. Often these appointments occur after a member of the Southborough Police force recommended a family follow up with a member of our staff. In 2020, 5 families took advantage of our clinical consultation services.



Executive Functioning skills group offered in 2020 by SYFS clinical staff

THERAPEUTIC GROUPS AND WORKSHOPS:

In 2020 our department provided 11 therapeutic workshops/groups for youth of various ages and 3 parent support workshops with 130 participants. Groups include DBT informed Social Emotional Skills workshops, social skills groups, music and art therapy groups, and Executive Functioning skills groups.

SUBSTANCE USE DIVERSION PROGRAM:

In 2020, our clinical staff developed a Substance Use Diversion program for youth age 14-18 years old with emerging drug and alcohol concerns. The goal of this program is to offer support and treatment to alter the course of future prosecution or disciplinary action. Youth may be referred to this program through their high school or through the Southborough Police. Our goal was to offer this program in early 2020 but the pandemic caused a substantial delay in our ability to offer this program sooner. To date, only 2 young people have participated in this program. We look forward to helping many more young people with this program in the future.

NEED-BASED SERVICES:

EMERGENCY ASSISTANCE

With financial support from Friends of the Southborough Youth Commission and a generous grant from the Southborough Community Fund and the Southborough Trust Fund, SYFS, the Southborough Senior Center, and Southborough Food Pantry, have been able to provide occasional emergency financial assistance to local families experiencing financial hardship. In 2020, 35 families benefit from this assistance.

FUEL ASSISTANCE

Our office is an intake site for South Middlesex Opportunity Council's (SMOC) Fuel Assistance Program. We conducted 8 fuel assistance interviews this year.

TRANSFER STATION STICKER FEE WAIVERS
With approval from the Board of Selectmen, SYFS is able to waive the Transfer Station Sticker fee for low-income households. In 2020, we assisted 17 families with fee waivers.

MORTGAGE AND RENTAL ASSISTANCE PROGRAM
Funded by the CARES Act and coordinated by the Board of Selectmen, SYFS was able to facilitate applications for this program. In 2020, 7 families were assisted by this program.

CAMPERSHIPS
Each year, SYFS coordinates and distributes camperships to children who would not otherwise have been able to attend summer camp. Our camp scholarships are possible through funds from the Friends of the Southborough Youth Commission (FSYC), a generous grant from the Southborough Community Fund (SCF), generous donations from the Southborough Rotary Club, individuals and families, and free and reduced rates from local camps. We would like to thank FSYC, SCF, the Southborough Recreation Department, Fay School Summer Camp, Metrowest YMCA, Hopkinton Center for the Arts, Teamworks, Kidsborough, the Southborough Extended Day Program, and the YMCA of Greater Boston. Thank you also to the Southborough Rotary Club and all the private citizens who donated to FSYC for camperships. In 2020 42 children were offered camp scholarships but because of COVID 19 all but one camp closed. In 2020, only 4 children were able to attend camp.

SMILING KIDS PROGRAM
Our office again coordinated with the Smiling Kids Foundation to provide gift cards to Southborough parents to supply a gift or party supplies for their child's birthday. This program is funded entirely through the Smiling Kids Foundation and distributed through SYFS. In 2020, 51 Southborough children benefited from this program.


2019 Holiday Giving photo.
2020 Holiday Giving was gift cards only.

HOLIDAY GIVING PROGRAM
For the twenty-fifth year, SYFS, in cooperation with the schools, has acted as a clearinghouse for holiday donations, identifying and distributing to Southborough families in need. This year we continued to see a sizeable need. However, many groups, companies and individuals continued to come forward with generous donations including the 100 Women of Southborough, the Southborough Community Fund, the Southborough Rotary Club, and many of the Southborough schools. In 2020, 98 members of 32 families had a brighter Christmas or Chanukah because of the generosity of the Southborough community. Thank you so much to all of you!

CASE MANAGEMENT
In more recent years, SYFS has seen an uptick in residents needing help with housing, health insurance, and public assistance programs. As a result, we started offering navigation support for residents applying to these programs through our case management services. In 2020, six families benefitted from these services.

PREVENTION PROGRAMS:

NORTHBOROUGH SOUTHBOROUGH SUBSTANCE ABUSE PREVENTION COALITION
SYFS is the coordinating department for the Nortborough-Southborough Substance Abuse Prevention Coalition. Because of the pandemic, NSSAPC was unable to provide much programming to the community beyond a Hidden in Plain Sight exhibit at Sport's Night at Algonquin in early March 2020.

PROJECT FRIEND AND PROJECT FRIEND PLUS
This youth mentoring program pairs elementary age youth with high school age youth (Project Friend) and middle and high school age youth with adults in the community (Project Friend Plus). The pairs get together on a weekly basis during the school year to develop relationships and work on community service projects. Before the onset of the pandemic, we had 51 participants in these programs.

SOUTHBOROUGH YOUTH COUNCIL

The Southborough Youth Council is a youth led organization advised by SYFS staff. This Positive Youth Development program provides youth a platform for their voice to be heard and to have an impact in their own community. In 2020, a total of 57 Southborough youth participated this year.



Coffee Talk episode with Rep Carolyn Dykema

COFFEE TALK

In response to the pandemic, SYFS started an online weekly talk show to connect with residents, provide important information, introduce the community to people who live and work in the Southborough, and provide a space for residents to ask questions and receive messages of hope during a difficult time. By the end of 2020, SYFS recorded 25 episodes of the show.

EVENTS

In 2020, SYFS hosted the following events:

* *The Upward Spiral with Dr Alex Korb*- a discussion about how to use neuroscience to regulate stress- 32 attendees
* *Living on the Edge of a Black Hole: Youth and Addiction*- a young man shared his experience with addiction and his journey towards recovery- 18 attendees
* *A Beautiful Boy*- a book discussion on the impacts of addiction in family- 9 attendees

The staff wants to thank the Board for its hard work and support; the Friends of the Southborough Youth Commission; the Southborough Community Fund, the Trust Fund Committee, the Southborough Rotary Club, the 100 Women of Southborough, the Southborough schools and all the people who have generously supported our programs with your time, energy, financial assistance or moral support! The Youth Commission Board meets online usually on the second Tuesday of each month, at 7:00 PM. All meetings are posted at the Southborough Town House. For information on our programs, or to volunteer to be involved, please call us at (508) 481-5676.

Thank you for your support!

Technology Department

Technology Department by the Numbers:

♦ Help Desk Requests	650
♦ Buildings Served:	6
♦ Workstations Managed:	110 (Excluding Library)
♦ Servers Managed:	13 (Including Library)
♦ Email Users:	303

During the early parts of 2020, the Technology Department was awarded a grant a community compact grant to continue the expansion of the Town's private fiber optic network. Once this phase of the project is completed, all the staffed Town buildings will be connected on the same private network.

2020 also tested the agility of the department. Once it became evident that the Town would be shifting to remote working conditions, the department quickly mobilized to establish a variety of tools to facilitate the work force. Additionally, the department quickly adopted Zoom as the virtual meeting platform and provided guidelines on how to run a meeting securely while also providing maximum visibility by the residents of the Town. There have been 265 meetings recorded and made available online through the end of November.

One of the other changes that has been made is a greater shift to laptop computers for staff. Currently, more than 50% of the deployed workstations are laptop computers. This will provide the greatest flexibility for employees going forward.

Finally, the Technology department began an employee training program. This program offered a number of online training opportunities on a variety of technology topics.

Tom Laflamme, IT Director



Veterans' Services

MISSION STATEMENT

The principal mission of the Veterans' Services Officer (VSO) is to ensure that every eligible Southborough veteran receives all Federal, State and Local veterans' benefits available to them.

The VSO for Southborough is Brian Stearns. The office is located in the administrative building in the rear of the Rural Cemetery on Cordaville Road. The VSO may be reached by calling 508-229-2172 at any time. Regularly scheduled office hours are on Monday from 3:30 PM to 5:30 PM. Veterans are urged to contact the VSO concerning benefits eligibility, discharge documents, burial information and any related questions. This year the office has continued to work in office, by appointment, and remotely due to COVID 19.

The VSO's duties include informing, advising, assisting and counseling Southborough's veterans, their dependents and survivors in obtaining information and benefits from the United States Department of Veterans Affairs, the Commonwealth of Massachusetts Veterans Services and the Town of Southborough Office of Veterans' Services. Additionally, the VSO assists in submitting forms to higher authorities to determine eligibility for service connected disabilities, non-service connected pensions, healthcare benefits, education benefits, burial benefits and other available benefits.

Many State services and benefits for veterans are available through the Massachusetts Department of Veterans' Services, in conjunction with the municipalities. Services are comprehensive with the goal being to support veterans and their families through educational benefits, housing opportunities, monthly financial support, veterans' job training and employment placement. Every city and town in Massachusetts employs a Veterans' Services Officer who is state trained to assist veterans and their dependents.

In addition to the local veterans' services office the Federal Veterans Administration office at Government Center in Boston, is available. The VA operates hospitals in Jamaica Plain, West Roxbury, Brockton, Bedford and Northampton and clinics throughout the Commonwealth including clinics in Framingham and Worcester. The Veterans Office provided 4 rides to Veterans for appointment at no cost to the veterans.

Eligibility of benefits requires that the veterans or his/her dependents be able to provide proof of service via the veteran's discharge documents stating the dates of service and discharge category. Claims for compensation for a service related injury depend on proof of injury, severity of injury, medical records, medical analysis and many other factors. Processing times can take several months depending on the complexity of the disabilities.

Southborough has over 300 veterans. In 2020, the VSO processed 9 Federal veterans' benefits applications through the Department of Veterans Affairs and 3 recurring (monthly) State benefits under MGL Chapter 115 for Southborough veterans and family members.

Southborough is very grateful for our Veterans sacrifices and their service to our Nation.
TAPS to our Veterans who passed away in 2020. You are gone but never forgotten.

Sincerely,

Brian Stearns, VSO

Examples of veterans' and dependent benefits include:

- ⇒ Financial assistance
- ⇒ Medical, and prescription RX, eye glasses and hearing aids
- ⇒ Outreach and counseling
- ⇒ Researching records
- ⇒ Employment and training
- ⇒ Medical clinics, hospitals and soldiers' homes
- ⇒ Burial markers for deceased veterans

Planning Board

The Southborough Planning Board consists of five members who are elected for staggered five-year terms. The Planning Board reviews applications for permits, subdivisions and site plan approval as required by state law and Town bylaws. The Board often proposes amendments to zoning bylaws for Town Meeting approval. The Board may also develop bylaws for approval. The Planning Board deliberated 10 applications, as well as developed and sponsored two warrant articles, during its twenty-five (25) scheduled meetings in 2020.

2020 STATS

Number of meetings: 25

Applications deliberated: 10

Warrant articles sponsored: 2

In May, Mr. Jesse Stein was reelected for a term expiring in May 2025. Mr. Stein continues to serve on the Planning Board with Don Morris, Andrew Mills, Meme Luttrell, and Marnie Hoolahan. The Planning Department continued its operations with Karina Quinn, Town Planner, and Sarah Hoecker, Business Administrator I to Planning.

ANR'S (APPROVAL NOT REQUIRED)

- Washington Street (Dell/EMC) – ANR approval created one contiguous lot
- Northboro Road (Crane Meadow) – ANR approval combined two lots into one lot in Southborough with four additional lots created in Marlborough
- 19 Ward Road – ANR approval created two lots
- 145 & 153 Middle Road – ANR approval created four lots

SUBDIVISIONS

- **96 Mt Vickery Road** – An application for Definitive Subdivision along with plans titled Ruby Estates were submitted to the Board for the creation of a 6-lot residential subdivision.

SCENIC ROAD STONEWALL REMOVAL

- ***12A Pinehill Road*** – The Board approved the alteration of approximately 14 feet of stone wall to create a driveway for access to the lot for the construction of a new home.

SITE PLAN REVIEW AND SPECIAL PERMITS

- 7 Chestnut Hill Road (Barn) – The Planning Board completed deliberations and approved a Major Site Plan for the reconstruction of a 2,000± square foot barn salvaged from a property on Deerfoot Road in Southborough. Amenities of the reclaimed bard will include a meeting room, office space, a kitchenette, rest rooms and patio.
- Mooney Ballfield Athletic Lighting Project – The Planning Board completed deliberations and approved a Major Site Plan for the installation of athletic lights to illuminate the Mooney "Majors" Baseball Field. Four pole mounted athletic lights will be installed, two at a height of 60 feet and two at a height of 70 feet on the Town owned property on Parkerville Road contiguous to Mary Finn School at 60 Richards Road.
- Neary Tennis Courts Athletic Lighting Project – The Planning Board deliberations and approved a Major Site Plan for the installation of athletic lights to illuminate the Richardson Tennis courts. Four pole mounted athletic lights will be installed, all at a height of 50 feet at the Neary School at 53 Parkerville Road.

ONGOING DEVELOPMENT

The Town Planner monitored projects that moved into or continued the construction phase including All American Self Storage, UHaul Self Storage, St. Mark's dormitory, Chestnut Meadows Subdivision, and Stonebrook Village Subdivision (over 55 development) to ensure that conditions stipulated in the respective Planning Board decisions were met.

WARRANT ARTICLES SPONSORED BY THE SOUTHBOROUGH PLANNING BOARD

- ATM Article 29 – To see if the Town will vote to amend the Zoning Code by replacing Section 174-12.1 entitled "Outdoor Illumination" with updated language including additional 'blue light' reduction, clarification of application and enforcement.

- ATM Article 30 – To see if the Town will vote to amend the Zoning Code by amending Section 174-10 entitled "Site Plan Approval" by disbanding the Site Plan Review Committee and moving minor site plan approval under jurisdiction of the Planning Board.
- ***Due to the global COVID-19 pandemic the ATM was postponed, at which time only essential warrant articles were heard. The articles were determined non-essential and were indefinitely postponed until the 2021 ATM***.

ACTION ITEMS

- Master Plan Update – In 2008, the *Town of Southborough Master Plan* was published. The Plan provides guidance to local officials in their decisions regarding zoning, budgets, and capital improvements. In 2019, the Master Plan Committee (MPC) began to update the Master Plan for the coming decade. In 2020, Metropolitan Area Planning Council (MAPC) completed the *Phase I Visioning* process. The MPC continues to develop the updated Master Plan.
- Open Space - The Planning Board, in conjunction with the Open Space Preservation Commission (OSPC), contracted with Lucas Environmental consultant to continue efforts for open space monitoring. Lucas Environmental completed a field report on four open space areas. The report was submitted to the Planning Department, the findings were discussed at the August 10, 2020 Planning Board meeting. These inspections were performed utilizing an updated data collection form including an "Action Items" section. The Town Planner intends to continue and improve this program.
- Street Tree Removal – Supported by new Street Tree Guidelines updated in 2019 a working group was created to establish a collaborative process for street tree removal, particularly on scenic roads. The working group includes representation from the Board of Selectmen, Planning Board, as well as the Town Planner, DPW Director and Town Counsel. The goal of this group is to streamline the tree removal process and increase interdepartmental understanding.
- Tree City USA – Southborough's 2019 Tree City application was approved, officially denoting the town as a USA community by the Arbor Day Foundation. A plaque, two road signs and a flag were received from the DCR. The program requires annual recertification. The planning department applied for 2020 annual recertification. Tree City USA designation enriches the environment, increases property values, enhances the economic vitality of business areas, beautifies the community, and provides opportunities for grant funding.
- Housing Production Plan Update - Community Opportunities Group, Inc. completed an updated Housing Production Plan April 2020, which was subsequently approved by DHCD. Once the plan was complete the Southborough Housing Opportunity Partnership Committee began working on executing identified action items, efforts are on-going into 2021.
- Lighting Bylaw Update – The Planning Board continued its contract with Destin Heilman, Southborough resident and WPI Professor, to finalize updates to the lighting bylaw to reduce blue light and enhance "dark sky" efforts. Public hearings were held in the beginning of 2020 in preparation for the ATM. Due to the pandemic the warrant all non-essential warrant articles were postponed until the 2021 ATM.
- Improved Efficiencies – Throughout 2020, the Planning Department continued an ongoing initiative to create a comprehensive digital archive of current and historic plans and documents. This improved document management system will reduce paper, streamline office functions, and make records more easily accessible to the public.

The Planning Department website is continually updated to provide easier access to project information, applications, rules and procedures, approved minutes and supporting documentation for Planning Board meetings. Meetings can be viewed live via Zoom, all previous recordings are located on YouTube.

Zoning Board of Appeals

The Board meets monthly and the scheduled hearing dates and deadlines for applications are available at the Board's administrative office. Meetings and hearings were impacted greatly due to the COVID-19 pandemic. Meetings were put on hold in March and were conducted through Zoom on an as-needed basis beginning in July. Official hearing times and dates for specific cases can be found posted at Town House and unofficial hearing notices are provided as possible at the "Meeting Calendar" link on the Town's website at *www.southboroughtown.com*.

WHAT DO WE DO?

The Zoning Board of Appeals (the "Board") is a five member board (plus two alternate members) established through State law (MGL Chapter 40A) to hear three types of petitions related to the Town's zoning regulations. These are Appeals of Decisions of the Building Inspector/Zoning Officer, Variances from the zoning regulations' requirements and Special Permits when required by the zoning regulations. In addition, the Board hears Comprehensive Permit petitions for affordable housing projects under MGL Chapter 40B.

THE FOLLOWING CASES WERE HEARD BY THE BOARD IN 2020:

1/16/20 5 Breakneck Hill Road – John and David Bartolini – Special Permit
The petitioner(s) is seeking a Special Permit to allow the conversion of a single-family dwelling to a two-family dwelling in the Residence A District. Relief is requested under Section 174.9 (G). Application Filed March 4, 2020 and approved August 26, 2020.

7/28/20 12 Richards Road – John and Judy Boland – Special Permit
The petitioner(s) is seeking a Special Permit to allow the replacement of the existing shed and replace it with a larger structure encroaching the 15' side setback on a nonconforming lot in the Residence B District. Relief is requested under Section 174-8.3 (D) 3 and 174-19. Application Filed July 28, 2020 and approved August 26, 2020.

7/30/20 2 Pleasant Street – Lianne and Richard Borax – Special Permit
The petitioner(s) is seeking a Special Permit to construct a deck on the backside of the house on a nonconforming lot and within the 35' rear setback in the Residence B District. Relief is requested under Section 174-8.3 (D) 3 and 174-19. Application Filed July 30, 2020 and approved August 26, 2020.

8/5/20 4 Bryden Road – Balagurunath Sreenivasan – Special Permit
The petitioner(s) is seeking a Special Permit to construct a two-car garage within the 15' side setback and the 30' front setback on a nonconforming lot in the Residence B District. Relief is requested under Section 174-8.3 (D) 3 and 174-19. Application Filed August 5, 2020. The application was withdrawn without prejudice at August 26, 2020 meeting.

8/6/20 3 Sunrise Drive – David and Meredith Fioretti – Variance
The petitioner(s) is seeking a Variance to approve an existing pool installed within the 10' side setback in the Residence A District. Relief is requested under Section 174-8.2 (D) 3. Application Filed August 6, 2020 and approved August 26, 2020.

11/5/20 20 Turnpike Road – Jeff Newman/NY Bagel – Variance
The petitioner(s) is seeking a Sign Variance to alter a roof sign at 20 Turnpike Road, the location of NY Bagel, formally Red Barn Coffee Shop. Relief is requested under Section 174-11 (C) (5) (8). Application Filed November 5, 2020. The application was denied by a divided vote at the December 16, 2020 meeting.

The Zoning Board of Appeals met on the following dates in 2020 to discuss administrative issues:

January 15
February 12
July 22
August 26
September 16
November 11
December 16

Summary of 2020 Board Decisions (Approved; Denied; Withdrawn; Pending):

Variances: (2)
1 Approved; 1 denied

Special Permits: (5)
3 Approved; 2 withdrawn without prejudice

MISSION STATEMENT

The mission of the Southborough Police Department is to work with all citizens to preserve life, maintain human rights, protect property, promote individual responsibility, and community involvement.

Introduction

The Town's Police Department is staffed by a dedicated group of Officers led by Chief Ken Paulhus, Lieutenant Ryan Newell, and five Sergeants who make up the Command Staff. They include Sgt. Tim Slatkavitz, Sgt. James DeLuca, Sgt. Heath Widdiss, Sgt. Sean McCarthy, and Sgt. Michael Whelan who was sworn in on January 8th during a ceremony at the Town House.

We are most proud of the professionalism displayed in our daily contacts with the public. Of some 17,645 entries into the Dispatch Log during the past year, we received one formal public complaint resulting in corrective action for a violation of an internal policy. In addition, the Department logged 85 in-custody arrests, and applied for 189 Criminal Applications through the Westborough District Court. Officers also completed 1,124 Incident Reports.

The focus of the past year continued to be getting used to operations in the first full year of residency at our new home at the Public Safety Complex. The staff enjoyed the comforts of a modern and professional building, especially during the ongoing worldwide pandemic. The Department is pleased that our operations continue to be largely unaffected in providing safety and service to the community; while adapting to an endless supply of new information and protocols issued on a weekly or daily basis.

A busy year also found the Department in the midst of its 90th Anniversary as the official Town of Southborough Police Department. Newly appointed Police Chief William Wentworth completed his first Town Report in 1930. A commemorative badge was commissioned to mark the event based on an antique SPD "radiator badge" design (unknown year) on display in the lobby.

The Department continued to maintain and build on its full Accreditation status by the MA Police Accreditation Commission (MPAC Award 2018). As the year ends, we have begun to prepare for our three-year re-Accreditation expected this coming summer. The endeavor proved to be especially worthwhile in looking back at the upheaval in the law enforcement profession as a result of the tragic George Floyd incident that took place in Minnesota last May. The Department is proud to report we are up to date on all professional standards recommended in many reform initiatives including the "Eight That Can't Wait" campaign. The Department was also pleased to participate in the "Vigil for Peace" held in June at St. Marks field.

Unfortunately, June 22nd also brought a tragic (yet heroic) event that saw one of our own officer's brutally assaulted in the Public Safety Building lobby. Sergeant James DeLuca was interviewing a citizen having a mental health emergency (rescue transport) in the lobby of the Public Safety Building. Without warning, the citizen pulled a tactical folding knife from his pocket, and stabbed Sgt. DeLuca in the upper back area. Although seriously wounded, he was likely saved by limited protection provided by his ballistic vest. Sgt. DeLuca was able to pursue the suspect on foot for a short time before radioing dispatch. Assisting Officers (Detective Keith Nichols and Patrolman John Officer) were able to apprehend the suspect in the rear lot, where he was subdued with a Taser and arrested before he could run into the Latisquarma Road neighborhood.

All three Officers were awarded a Medal of Valor in November for their heroic efforts. Additionally, Sgt. James DeLuca was awarded a Purple Heart for his injury in the line of duty. He returned to work in September following his recovery.

Unfortunately, COVID-19 cancelled or cut short many of our yearly endeavors such as D.A.R.E., Citizens Police Academy, and BORO's Youth Academy. We hope for a return to all of these popular initiatives in 2021. Our partnership continued in the BORO'S Jail Diversion grant program through the Advocates Group. Our first ever JDP Mental Health Counselor, Christina Fitton, left the program in August for another position. She will be greatly missed. The Department continued its use of our Facebook page as a means of distributing information and crime prevention initiatives to the public, including publishing the Daily Log.

The Department underwent some staffing changes in 2020. Officer Austin Chapski graduated from the MPTC Randolph Academy in February, and Officer Jeff Norton from the MPTC Boylston Academy in August. Both are former full-time SPD dispatchers. An additional hire approved at the Spring Town Meeting (current Special Officer Tyler Lu) will begin his Academy Training in February of 2021.

Police Department (continued)

The Department was pleased to announce the hiring of part-time Telecommunications Officers Stephanie Fontaine and John Terranova to full-time positions, as well as Ms. Julia Fontana to a part-time Telecommunications Officer opening.

Community Policing Initiatives

The Southborough Police Department continues to have a harmonious relationship with the community, largely due to great efforts in Community Policing. Programs such as *D.A.R.E.*, Coffee with a Cop, Blue Mass, School Resource Officer, Child Seat Install, Business Resource Officer, Senior Citizen Resource Officer, Drug Take Back Box, Internet Safety Zone, R.A.D., Citizens Police Academy, and BORO's Junior Police Academy. As mentioned previously, many have been postponed or curtailed due to the ongoing pandemic. One bright spot in May was the addition of public safety birthday "drive by's" for young residents unable to celebrate their special day because of COVID-19 restrictions.

Officers continued their charitable efforts throughout the year by participating in the Jimmy Fund Walk, Pink Patch Breast Cancer fundraiser, and two new programs added this year to benefit the Home Base Veterans charity. They included a No Shave November campaign and a new Veteran's Patch initiative; resulting in a donation of over twenty-six hundred dollars. Both proved to be very popular and successful.

Traffic Enforcement

Under the direction of Sergeant Tim Slatkavitz, areas of enforcement emphasis are noted at roll call, and addressed through speed monitoring or electronic sign board. Officers investigated 207 (-40%) motor vehicle crash reports over the past year, and issued 2,324 citations (-49%). The numbers were down significantly from past years due to the ongoing pandemic.

A traffic stop of note (no stop is ever considered routine) occurred on January 5th. Officer John Vosikas pulled over a resident of Mattapan on Boston Road. A subsequent investigation yielded a cash seizure of $21,865.00, along with a large cache of marijuana and related products. The male was charged with Intent to Distribute a Class D Substance, and later skipped his Court date. Half of the cash seizure was awarded to the Department in August by the Worcester County District Attorney's Office. The seizure of money and drugs is believed to be the largest in the history of the Department.

In addition, four separate Federal Grant programs continued to address Speeding, Impaired Driving, and Distracted Driving. Residents with areas of concern are urged to contact the Department for stepped up enforcement initiatives.

Senior Citizen Resource Officer

Officer Brendan Campbell is assigned as the liaison to our elder population and Senior Center. If you have any issues, whether it be safety or other concerns, please feel free to contact him at 508-485-2121 or by e-mail, bcampbell@southboroughma.com.

Criminal Investigations/Detective Bureau

The Detective Unit works in close cooperation with the internal divisions of the Southborough Police Department, as well as other state, local, and federal law enforcement agencies to accomplish its ultimate goal of providing excellent service to the citizens of Southborough.

The Detective Division is managed by Lieutenant Newell. Detectives conduct follow-up investigations based on information provided by the patrol division. During this past year, Detective Keith Nichols was assigned to follow up investigation on approximately 116 cases and oversight of 189 Criminal Applications in Westborough District Court. In addition, 176 LTC/FID firearm permits were processed.

Some of the more high-profile cases included the arrest of a Marlboro resident on New Year's Eve (2019) for a string of "Grinch" like B&E's in the south end of Town due to an alert resident who called in a license plate leading to a chase and apprehension. Shortly after (January 2nd), an elderly man was robbed in his Carriage Hill Circle garage after returning home from a trip to a Framingham ATM. Detective Nichols conducted a whirlwind investigation leading to the arrest of a Framingham man the following day on a charge of Robbery (victim 60+).

In May, Officers assisted in the successful recovery of a missing elderly resident in a group effort with the Fire Department, Southborough CERT Team, and District 14 Rescue Unit. May also saw a rare armed robbery at a Turnpike Road liquor store. Detectives were also kept busy with a record number of fraud related unemployment scams, and an uptick in calls for mental health services.

Department Goals

It is our goal to build long-term relationships with the citizens, as well as public and private agencies, in an effort to reduce fear of crime and disorder. Through cooperative resolution of safety problems, we hope to jointly identify root causes and creatively investigate remedies to serve the community. The main objective is to provide additional avenues and means for the general public to reach out to this police department to help solve criminal issues, problems, and concerns.

In conclusion, we again thank the Board of Selectmen, residents, school, and business community for their great support and encouragement during the past year.

Kenneth M. Paulhus

PROTECTING OUR COMMUNITY ...*TOGETHER*

Animal Control Officer

DID YOU KNOW?

Licenses are required for all dogs older than 6 months.

MONTH	*TOTAL # CALLS*	*COMPLAINT CALLS*	*LOST DOG*	*LOST CAT*	*OTHER CAT RELATED*	*WILDLIFE*	*MISC CALLS*	*PICKUPS*	*HUMAN/ ANIMAL- ANIMAL BITE*	*QUARANTINE ORDERS ISSUED/ RELEASED*	*#SUBMITTALS TO STATE LAB*	*# DE-CEASED ANIMALS DISPOSED OF*
JANUARY	70	3	3	1	3	6	43	0	2	6	0	3
FEBRUARY	19	2	2	0	0	1	11	1	0	0	0	2
MARCH	45	2	2	0	0	13	19	0	1	1	1	6
APRIL	48	7	2	1	0	4	25	0	2	3	0	4
MAY	61	7	2	0	0	16	29	0	2	5	0	0
JUNE	78	3	4	1	0	22	33	1	2	4	2	6
JULY	72	2	2	0	0	23	36	0	0	2	0	7
AUGUST	38	1	2	0	1	7	16	1	3	7	0	0
SEPTEMBER	75	2	2	2	0	18	39	0	2	4	0	6
OCTOBER	16	3	0	0	0	0	6	0	0	0	0	7
NOVEMBER	11	0	0	2	0	3	3	0	0	0	0	3
DECEMBER	8	1	0	0	1	3	2	0	0	0	0	1
TOTAL 2020	***541***	***33***	***21***	***7***	***5***	***116***	***262***	***3***	***14***	***32***	***3***	***45***

NOTES:

KENNEL INSPECTIONS COMPLETED = 10

"2020" BARN INSPECTIONS COMPLETED/SUBMITTED TO DAH = 0

Due to Covid19, Per State No Barn Inspections



Leash Law: All dogs in Southborough must be in control at all times. No dogs are allowed on school property. Loose dogs may be picked up by the Animal Control Officer and subject to an initial fine of $15.00 plus boarding fees.

Loose Dogs: Call the Animal Control Officer, Jennifer Condon at 508-485-7817

Fire Department

MISSION STATEMENT

Provide prompt and highly effective public safety and community risk-reduction services to our citizens, businesses and visitors.

Overview

The Southborough Fire Department is an all-hazards, full service fire department providing emergency response, risk-reduction, and inspection services to the Town of Southborough. The department is made up of 30 men and women, both full-time and on-call, dedicated to serving the community. The majority of emergency and community responses include medical emergencies, motor vehicle crashes, building and vehicle fires, smoke and hazardous conditions, fire alarm activations, and incidents related to weather.

The department continues to operate 24-hours a day out of the Public Safety Building located at 32 Cordaville Road. The fire station houses the fire chief and administrative offices, the fire prevention officer, on-duty firefighters and paramedics, and all department apparatus and resources. The department's vehicle fleet is comprised of two (2) fire engines, one (1) tower-aerial, two (2) advanced life support ambulances, one (1) squad vehicle, and three (3) response vehicles. Available inventory also includes an inflatable boat and multiple support trailers.

Department members are constantly engaged in firefighting, emergency medical, and rescue training. Through the continued support of the community, the department is staffed with advanced-emergency medical technicians, paramedics, and Massachusetts certified firefighters and officers. By improving and maintaining the skills of our members, along with promoting education and professional development, we ensure that the Southborough Fire Department is poised to meet any challenge.

Community risk reduction and inspection services are the responsibility of the department's fire prevention officer. In 2020 a total of 512 inspections, drills, and plan reviews were conducted. Through these efforts, along with code enforcement, property surveys, investigations, and public education we continue to demonstrate a commitment to reducing the loss of life and the destruction of property from fire and other hazards.

Vision Statement

The vision of the Southborough Fire Department is to be a recognized leader within our fire service district, responsive to the ever-changing needs of our members and our community. The department will embrace new technologies and techniques, while at the same time celebrating our rich history and traditions. We will continue to focus on providing the highest level of customer services in a professional and caring manner.

Department Personnel

1 Fire Chief
1 Administrative Assistant
4 Fire Officers
1 Prevention Officer
15 Firefighter / Paramedics
1 Firefighter / EMT
7 Call Firefighter / EMTs



(l-r) Lt. Christian Dano, Administrative Assistant Alicia Porter, Chief Steven Achilles

2020 Department Activity:

Fires – 51
Medical Emergencies – 720
Hazardous Conditions – 60
Service Calls – 88
Good Intent Calls – 144
False / Accidental Alarms – 215
Weather / Nature – 13
Special Incident-- 4

Highlights from 2020

The Southborough Fire Department has been on the forefront of the community's response to the COVID-19 pandemic for most of 2020. Beginning in March the department had to implement numerous personal protective measures and strategies to ensure safe operations. As an essential emergency service, the department was able to maintain staffing and response capabilities over the course of the year; even when department members were directly impacted by the virus. This was accomplished in large part to the commitment and dedication of all department members. We continue navigating how best to protect the health and safety of not only our residents, businesses, and visitors, but each member of the department and their families.

The department along with our fire department partners in Hopedale, Milford, Northborough, Shrewsbury, and Westborough, were awarded $54,000 in regional homeland security grant funds to purchase tactical personal protective gear and traumatic bleeding control equipment. Our department purchased a cache of tactical vests (commonly referred to as bulletproof vests), tactical helmets, eye protection, tourniquets and medical kits containing lifesaving bleeding control equipment to be used by department members during high risk incidents.

In November the department completed a process known as "Community Risk Assessment and Standard of Cover". The result was a comprehensive report that provides an assessment of risk as well as sets baseline and benchmark performance goals for the Fire Department. The document is also designed to provide residents, business owners, and elected officials with information on fire service operations and integrated risk management planning in Southborough. This document is fully compliant with industry best practices in the field of deployment analysis and is based on nationally recognized guidelines and criteria.

Southborough's hand fire engine "Falcon" was moved from the FD Newton Veteran Fireman's Association building on Southville Road, to the Public Safety Building in late fall. The Falcon was the first fire engine purchased by the town back in 1896 after two devastating fires. It was retired from active service in 1921 when Southborough purchased motorized fire equipment and reorganized its independent fire companies into one department.

In a measure to improve emergency radio communications town-wide, both the fire and police departments moved from analog to digital radio communications during December. Although the departments are using the same radio frequencies as before, the voice transmission is now instantaneously converted into a simplified computer language, which can then be transmitted more efficiently over greater distances.

Lastly, the department experienced a number of staffing changes in 2020. In the first week of January Lieutenant Neal Aspesi was reassigned from Fire Prevention to Group 2 as the Shift Officer. That provided an opportunity for Lieutenant Christian Dano to be assigned the position of Fire Prevention Officer. Both have made a positive impact in their new roles. In the spring the department added EMT Jennifer Verbeek to the call division and Firefighter / Paramedic Edgar Vigil, a full-time member of the department, resigned in December 2020 after five years with the department for a position with Mansfield, MA Fire Department. The department will be hiring a replacement to fill his vacancy in early February 2021.

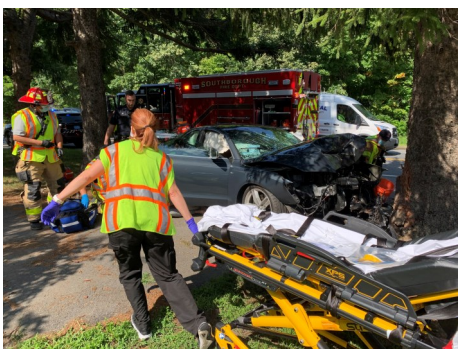
Department Goals

⇒ Strengthen the reliable delivery of essential emergency and non-emergency services.

⇒ Implement department-wide career development and succession planning.

⇒ Provide cost effective and sustainable customer-centered services.

Respectfully Submitted,
Steven E. Achilles, Fire Chief



Vehicle accident on Marlborough Road



House fire on Parkerville Road

Enhancing Community Safety Through Education and Preparedness

Southborough Emergency Management Agency [SEMA] & Local Emergency Planning Committee [LEPC]

The Southborough Emergency Management Agency (SEMA), which includes the Local Emergency Planning Committee (LEPC), is the agency in Town tasked with identifying, preparing for, mitigating and recovering from major hazards and disasters (natural, man-made or technological). The mission of SEMA is to improve community safety, reduce injury, save lives and enhance the community's ability to quickly return to normal functions following disasters and significant emergencies. Additionally, the LEPC is responsible for maintaining information on and developing emergency response plans for locally used/stored hazardous materials, and those that travel through town via road and rail.

SEMA is comprised of department heads and employees from each town department, town management officials, representatives from all town educational facilities, members of the local business community and volunteers. Also involved are representatives from the Massachusetts Emergency Management Agency (MEMA) and utility companies. Members are charged with the responsibilities to review and validate various Town emergency preparedness, response & recovery plans, roles and responsibilities of supporting large scale incidents and operations of Town's Emergency Operations Center (EOC) through meetings, trainings and exercise.

"Are you Connected to Stay Informed?"

SEMA *strongly encourages* all citizens and business employees in the Town of Southborough to sign-up and connect with the following official communications. These are the SEMA and Town's primary means for distributing emergency information during significant and large-scale emergency events.

⇒ CodeRED is the Town's emergency notification system, distributing information via cell/land telephone, text, TTY & email. For information click on the CodeRED icon link on the Town's website

⇒ Facebook: Southborough Emergency Management Agency

⇒ Twitter: Southborough Emergency Management Agency: @SEMA01772
Town of Southborough: @17Common

2020 Enhancements

In 2020, SEMA continued to work closely with various Town and State departments and organizations to enhance the preparedness and response capabilities of Southborough.

- Starting in late 2019, SEMA and the Southborough Conservation Commission (SCC), spearheaded two separate but intertwined state/federal preparedness plans with the support of a third-party vendor. Both plans were fully funded through separate grants awarded to SEMA & SCC. The Conservation Commission implemented the Municipal Vulnerability Preparedness (MVP) plan focused on mitigating the impacts of climate change, refer to their report for details. SEMA managed a full update of the Local Hazard Mitigation Plan (LHMP), which focuses on all types of hazards. The final draft was submitted to the Federal Emergency Management Agency (FEMA) for approval in December with an expected reply in early 2021.
- The operational & logistics aspects of the Southborough Emergency Operations Center (EOC), located in the new Public Safety Building, were finalized as well as inventory and organization of the full SEMA equipment cache.
    - SEMA successfully received three other state/federal grant awards in 2020.

Year 2020 Events

As you can imagine nearly all of SEMA's focus in 2020 was on the COVID-19 Pandemic. Early in the pandemic SEMA understood the potential direct and indirect impacts a global pandemic could have on the nation and Southborough specifically. As early as February, SEMA leadership members began coordinating the following:

- Acquisition and tracking of factual information
- Review of current Town emergency and continuity of operations plans
- Development and implementation of COVID-19 specific mitigation and response plans
- Modification of sheltering plans
- Development of a unified public messaging plan
- Identification of personal protective equipment (PPE) on hand and gap needs

Southborough Emergency Management Agency [SEMA] & Local Emergency Planning Committee [LEPC] (continued)

On April 2nd, Southborough declared a local state of emergency, which was still in effect as of December. In December, with the news of FDA approved vaccines, SEMA leadership began focus on logistical and operational planning for public distribution, guided by the Town's pre-established Pandemic/ Emergency Dispensing Site (EDS) Plan.

COVID-19 has had a significant financial impact on many including town government as well. On March 13th, President Trump declared the first ever nationwide major disaster declaration which made certain "emergency preventive measures" directly associated with COVID-19 eligible for reimbursement through the Federal Emergency Management Agency (FEMA) Public Assistance (PA) program at a 75% federal/25% town cost share. Due to the scope and unique impacts of the pandemic, the federal government made additional municipal funding aid available through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. SEMA and the Town Accounting Department have been working together diligently drafting FEMA PA & CARES Act application packages, which entail extensive financial tracking and support documentation. As of December, applications had been submitted to both funding sources. As the town encumbers additional costs, additional reimbursement applications will be submitted.

Although much focus was placed on the pandemic, SEMA continued to maintain awareness on and preparedness for the many of other potential threats to our area. As in recent years extreme weather events continued to be the primary concern. These included severe thunderstorms, high winds, flooding rain, tornadic activity, excessive heat, drought conditions & increased fire danger. On October 7th, Southborough was significantly impacted with damage from a very rare New England derecho, an intense low atmosphere widespread fast-moving windstorm.

Due to the impacts of the COVID-19 pandemic, all annual pre-planned events SEMA & the CERT/MRC assist with were canceled, impacting the donation income for the CERT/MRC volunteer team.

SOUTHBOROUGH CITIZEN EMERGENCY RESPONSE TEAM (CERT) AND MEDICAL RESERVE CORPS (MRC)

The Southborough Citizen Emergency Response Team (CERT) and Medical Reserve Corps (MRC) continues to be an invaluable group of committed volunteers augmenting the needs of the Town's health and emergency response departments and spearheading public preparedness initiatives. These members dedicate numerous volunteered hours which include meeting, training and coordinating with Fire, Police, SEMA, the Board of Health and others and are prepared to assist at a moment's notice.

ATTENTION EAGER VOLUNTEERS: The CERT/MRC is always looking for new members to fill a wide scope of missions from administering medical aid assistance, to search and rescue. For more information contact Neal Aspesi, naspesi@southboroughma.com.

SEMA would like to express its sincere thanks to all town citizens, employees and local businesses who dedicated their time and resources throughout the year and during EOC activations to help the Southborough Emergency Management Agency continue to achieve our mission goals.

MISSION

The mission of Southborough Emergency Management Agency (SEMA) is to improve community safety, reduce injury & damage and enhance the community's ability to quickly return to normal functions following disasters and significant emergencies. This is accomplished through the coordinated efforts of Town departments; local, state, federal and non-governmental organizations; private businesses and volunteers following the emergency management cycle of: prevention/education, preparedness, response, recovery & mitigation.

Prevent. Promote. Protect.

In these unprecedented times, these tenets of public health work are truer than ever! Our fiscal year began with hopes and excitement about a new strategic plan to bring Southborough Health Department into the 21st century. Review of the much awaited "Blueprint for Public Health Excellence in Massachusetts" published in June of 2019 help us think about our current programs and services. We evaluated our current mission, vision and staffing requirements which led to much discussion and strategic planning. After the planned retirement of Leslie Chamberlin in February of 2020, the Board of Health hired a qualified part-time public health nurse, Emily Amico. Within a few short weeks however, all of our energy rapidly transitioned to our COVID-19 response. We were all personally challenged with the changes to our work locations, new technologies for children learning from home and staff working remotely. We all worked hard to support friends, family and neighbors while physically distancing ourselves while we were coping with so much uncertainty for the future. Emily was quickly thrust into a 24/7 focus on the health department's response to the pandemic. The pandemic required an "all hands-on deck" response. The information was continually changing and evolving. The learning curve to stay informed and up to date was challenging at best. Our medical community, town administrators, schools, churches, businesses, and government agencies were all working hard to keep us safe and healthy. Our residents were asked to wash their hands, social distance, wear face coverings, and get tested as needed. The residents of Southborough responded. Although the pandemic is not over, we can all see the light at the end of this dark tunnel. The Board of Health and Health Department staff have been working closely with other town departments and committees to ensure that we are positioned to obtain and administer the vaccine when and if needed. Now more than ever, this pandemic has underlined the critical need for a robust and well-funded health department to conduct the business of local public health in Southborough.

Simultaneous with the COVID-19 impact, there has been a real estate boom in Southborough. Because our town does not have a municipal sewer system the Southborough Health Department is responsible for ensuring that all private sewer systems (there are over 4,000 such systems in town) are in compliance with the State Title 5 Code. Every house sale in town requires communication and sometimes inspections and plan reviews of the Southborough Health Department. As many of the house sales in town involve older homes, the Title 5 Code's Mandatory Inspection Process prior to Title Transfer has triggered many "failed" systems. A "failed" system requires extensive work on the part of the health department. Builders, developers, real estate agents, and sellers have often become frantic trying to schedule the necessary soil tests and new septic plan approvals so that the sale process can proceed as planned. This has created a backlog of inspections and timelines, which we have not seen in years. Your Health Department has tried to cope with the current situation, trying to keep up with normal sanitary and environmental code inspectional mandates, answer the hundreds of questions that come through the office at all hours of the day, night and weekends and keep the wait-time for inspections as low as possible.

As Covid-19 has shown a light on the work of your local health department, it has become clear to the Board that many residents, including members of Boards and Committees in town, have only a minimal understanding of what our Health Departments does. Health Departments most often do their work behind the scenes. However, when there is a crisis, like a pandemic or an emergency event, the health department becomes front and center. For this reason, we would like to share some of the work that your local health department does to keep you safe and healthy.

Preventing Disease and Promoting the Environment

Communicable Disease Surveillance - investigate and report any Southborough cases of infectious diseases (over 90 different potential diseases), monitor lab results, document communications, and report data in the state communicable disease database. COVID-19 is a perfect example of this work. During FY21, we followed ***276*** confirmed cases of COVID-19, provided contact tracing for close to ***500*** individuals, and followed over ***100*** other communicable diseases.

Immunizations – providing opportunities for our vulnerable people to get vaccinated. The public health nurse works closely with the senior center, medical community and the schools to provide immunization and vaccines as needed. During FY21, we provided ***4*** flu clinics and vaccinated over ***300*** residents and town employees.

Food Service Inspections – providing mandated inspections of all public food service establishments and following up on any food service investigations, including schools, hotels, recreational camps, retail stores, mobile food units and pushcarts. Issue permits and licenses. In FY2, we conducted food services inspections and issued ***51*** food licenses.

Food Service Inspections – providing mandated inspections of all public food service establishments and following up on any food service investigations, including schools, hotels, recreational camps, retail stores, mobile food units and pushcarts. Issue permits and licenses. In FY2, we conducted food services inspections and issued ***51*** food licenses.

Sewage Inspections – providing subsurface sewage disposal system (SDS) inspections and permits, conduct soil-testing. Issue permits. In FY21, we provided permits for ***75*** SDS, ***18*** new construction, ***23*** complete replacements, ***24*** component part repair inspections, ***1*** sewer connection inspection, ***2*** inspections of abandoned sewer systems, and ***1*** inspection of non-hazardous holding tank. Issued ***13*** pumper/hauler licenses. Issued ***26*** licenses for septic installers.

Soil Testing – provide soil testing in compliance with State Title V code. In Fy21 we provided Title V inspections for ***130*** systems. (***91*** systems passed, ***33*** systems received a conditional pass with need for component replacement, and ***6*** were total failed systems). We also provided soil testing for ***28*** complete residential replacement systems, ***22*** new residential systems, and ***2*** commercial systems.

Mosquito Control – work with MDPH and Mosquito Control District to measure mosquito populations and infection rates in the area. Plan and schedule regular spraying to deter mosquito activity as needed. Educate the community about mosquito borne illnesses such as EEE.

Substance Use Prevention – work with Youth and Family Services and the Northborough-Southborough Substance Abuse Prevention Coalition to develop and implement strategies to educate residents and schools in the battle against the silent epidemic of substance misuse.

Tobacco Control and Prevention – regulate and license establishments that sell tobacco and vaping products. Enforce "no smoking" laws. work closely with a multi-town tobacco prevention coalition to provide education to residents and compliance checks of our licensed tobacco vendors in Southborough, ensured that laws limiting the sale to minors is enforced. In FY21 we revised the tobacco regulations in Southborough, limiting the number of available licenses available in town. ***2*** permits to sell tobacco we renewed in 2021. Permits are issued on a bi-annual cycle.

Waste Disposal- work with other town departments and committees to issue solid waste hauling licenses, collect data and generate reports.

Hazardous Waste – assess significance and degree of danger to public health. evaluate and report as required. In FY21, we evaluated and reported on a long-standing question of the Breakneck Hill "dump site".

Nuisances – assess, evaluate and report any nuisances that may impact public health.

Housing – enforce state sanitary code and lead poisoning prevention regulations which include, inspecting housing code compliance, certifying violations, issuing orders, holding hearings, granting variances, and participating in court proceedings if necessary. In FY21 we assessed and inspected ***3*** housing complaint violations.

Camps and Special Events– inspect all recreational camps for children and issue licenses. enforcement includes conducting inspections, reviewing all medical records and orders, testing water, pools, and other public safety concerns.

Pesticides – we monitor and make reasonable regulation regarding pesticides that are consistent with Massachusetts Pesticide Control Act.

Emergency Preparedness – conduct all hazards planning, including emergency dispensing site plans. Participate in the 4AB Emergency Preparedness Coalition. In Fy21 we were able to obtain supplies and consultation services of the Regional Planner to improve our preparedness for emergency dispensing site execution as we as preparations for emergency sheltering.

Other Licenses and Permits – issue licenses and permit as mandated by public health law In FY21 we issued ***1*** Funeral Director license.



The Southborough Town Clerk's Office is committed to providing courteous, competent and efficient service to the Towns People. We are dedicated to the thorough preservation of the Town's vital records and historical documents for the benefit of future generations. We respect the right to vote as a fundamental civil right and will assure that all elections are conducted in a fair and open manner providing equal access to all citizens. Our office will operate in a modern, professional and automated environment, with an emphasis on our fiscal responsibility to the taxpayers of Southborough.

Town Clerk
Presidential Primary Official Results
March 3, 2020

	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
DEMOCRATIC BALLOT				
PRESIDENTIAL PREFERENCE				
Blanks	1	-	-	1
Deval Patrick	1	2	2	5
Amy Klobuchar	19	4	18	41
Elizabeth Warren	197	197	159	553
Michael Bennet	1	-	-	1
Michael R. Bloomberg	137	109	128	374
Tulsi Gabbard	4	4	7	15
Cory Booker	-	-	-	-
Julián Castro	-	-	-	-
Tom Steyer	2	2	4	8
Bernie Sanders	194	184	169	547
Joseph R. Biden	***345***	***315***	***349***	***1,009***
John K. Delaney	-	-	-	-
Andrew Yang	5	1	5	11
Pete Buttigieg	42	35	39	116
Marianne Williamson	-	-	-	-
No Preference	2	2	1	5
All Others	-	-	1	1
TOTAL	950	855	882	2,687
STATE COMMITTEE MAN				
Blanks	254	219	226	699
James B. Eldridge	***687***	***636***	***647***	***1,970***
All Others	9	-	9	18
TOTAL	950	855	882	2,687
STATE COMMITTEE WOMAN				
Blanks	274	232	218	724
Kara M. Le Treize	***674***	***622***	***659***	***1,955***
All Others	2	1	5	8
TOTAL	950	855	882	2,687
TOWN COMMITTEE				
Blanks	521	478	444	1,443
Group	429	377	438	1,244
Blanks	26,599	24,258	24,617	75,474
Rebecca V. Deans-Rowe	***487***	***301***	***480***	***1,268***
Anne G. Jones	***468***	***396***	***461***	***1,325***
Cathy Neidich	***480***	***391***	***457***	***1,328***
Acacia A. Warren	***465***	***392***	***468***	***1,325***
Karen L. Larsen	***479***	***407***	***495***	***1,381***

Daniel Max Frank	***482***	***403***	***456***	***1,341***
Karen S. Muggeridge	***478***	***402***	***457***	***1,337***
Kelly Roney	***480***	***398***	***473***	***1,351***
Robert Ross	***464***	***421***	***455***	***1,340***
Karen Marie Gadbois	***494***	***453***	***504***	***1,451***
Michael S. Bakshi	***456***	***402***	***450***	***1,308***
Kathleen B. Bartolini	***493***	***421***	***514***	***1,428***
Rosemarie P. Mauro	***508***	***430***	***506***	***1,444***
All Others	3	5	8	16
TOTAL	32,836	29,480	30,801	93,117

	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
REPUBLICAN BALLOT				
PRESIDENTIAL PREFERENCE				
Blanks	2	4	1	7
William F. Weld	27	27	15	69
Joe Walsh	2	5	-	7
Donald J. Trump	***117***	***117***	***147***	***381***
Roque "Rocky" De La Fuente	-	2	1	3
No Preference	8	2	1	11
All Others	1	3	2	6
TOTAL	157	160	167	484
STATE COMMITTEE MAN				
Blanks	13	24	13	50
Brian P. Burke	***75***	***72***	***94***	***241***
Dean Cavaretta	22	13	21	56
Paul R. Ferro	47	51	39	137
All Others	-	-	-	-
TOTAL	157	160	167	484
STATE COMMITTEE WOMAN				
Blanks	17	25	16	58
Christine M. Casebolt	42	49	59	150
Susan Dunnell	***98***	***86***	***90***	***274***
All Others	-	-	2	2
TOTAL	157	160	167	484
TOWN COMMITTEE				
Blanks	87	112	92	291
Group	70	48	75	193
Blanks	2,034	2,022	2,164	6,220
Jack Barron	***96***	***85***	***104***	***285***
Louise Barron	***89***	***72***	***97***	***258***
James Sigler	***106***	***97***	***121***	***324***
All Others	2	6	4	12
TOTAL	2,327	2,282	2,490	7,099

Town Clerk
Presidential Primary Official Results (cont.)
March 3, 2020

	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
GREEN RAINBOW				
PRESIDENTIAL PREFERENCE				
Blanks	-	-	-	-
Dario Hunter	-	-	-	-
Sedinam Kinamo Christin Moyowasifza-Curry	-	-	-	-
Kent Mesplay	-	-	-	-
Howard Hawkins	***1***	***-***	***-***	***1***
Darryl Cherney	-	-	-	-
No Preference	-	-	-	-
All Others	-	-	-	-
TOTAL	1	-	-	1
STATE COMMITTEE MAN				
Blanks	-	-	-	-
Daniel L. Factor	***1***	***-***	***-***	***1***
All Others	-	-	-	-
TOTAL	1	-	-	1
STATE COMMITTEE WOMAN				
Blanks	1	-	-	1
All Others	-	-	-	-
TOTAL	1	-	-	1
TOWN COMMITTEE				
Blanks	7	-	-	7
All Others	3	-	-	3
TOTAL	10	-	-	10

LIBERTARIAN				
PRESIDENTIAL PREFERENCE				
Blanks	-	-	-	-
Arvin Vohra	-	-	-	-
Vermin Love Supreme	***1***	***2***	***2***	***5***
Jacob George Hornberger	1	-	-	1
Samuel Joseph Robb	-	-	-	-
Dan Taxation Is Theft Behrman	-	-	-	-
Kimberly Margaret Ruff	-	-	-	-
Kenneth Reed Armstrong	-	1	1	2
Adam Kokesh	-	-	-	-
Jo Jorgensen	-	1	-	1
Max Abramson	-	-	-	-
No Preference	-	-	1	1
All Others	1	-	1	2
TOTAL	3	4	5	12

	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
STATE COMMITTEE MAN				
Blanks	3	1	-	4
Don Graham	***-***	***3***	***5***	***8***
All Others	-	-	-	-
TOTAL	3	4	5	12
STATE COMMITTEE WOMAN				
Blanks	2	2	5	9
All Others	1	2	-	3
TOTAL	3	4	5	12
TOWN COMMITTEE	-	-	-	-
Blanks	30	39	50	119
All Others	1	2	-	3
TOTAL	31	41	50	122

***Total Registered Voters in EACH Precinct**	Precinct 1	Precinct 2	Precinct 3	Total
Democratic	597	542	593	1,732
Republican	292	363	331	986
Green Rainbow	4	-	2	6
Libertarian	9	7	12	28
Unenrolled	1,598	1,417	1,513	4,528
Other	10	15	17	42
Total	2,510	2,344	2,468	7,322

Total Votes Cast in EACH Precinct				
Democrat	950	855	882	2,687
Republican	157	160	167	484
Green Rainbow	1	-	-	1
Libertarian	3	4	5	12
Total	1,111	1,019	1,054	3,184

Voter Turnout	**43%**

***As of February 20, 2020 deadline to Register to Vote**

A True Attest Copy:
James F. Hegarty, Town Clerk

Town Clerk
State Primary Official Results
September 1, 2020

		Precinct 1	Precinct 2	Precinct 3	Totals
Democratic Ballot		**897**	**733**	**777**	**2,407**
Senator in Congress					
	Blanks	2	0	2	4
	Markey	**565**	**459**	**452**	**1,476**
	Kennedy	330	273	320	923
	Write Ins	0	1	3	4
	Total	897	733	777	2,407
Representative in Congress					
	Blanks	124	110	100	334
	Clark	**769**	**622**	**673**	**2,064**
	Write Ins	4	1	4	9
	Total	897	733	777	2,407
Councilor					
	Blanks	197	153	131	481
	Devaney	**695**	**578**	**640**	**1,913**
	Write Ins	5	2	6	13
	Total	897	733	777	2,407
Senator in General Court					
	Blanks	152	121	103	376
	Eldridge	**741**	**611**	**668**	**2,020**
	Write Ins	4	1	6	11
	Total	897	733	777	2,407
Representative in General Court					
	Blanks	128	98	91	317
	Dykema	**765**	**633**	**682**	**2,080**
	Write Ins	4	2	4	10
	Total	1,798	733	777	3,308
Register of Probate					
	Blanks	172	146	122	440
	Dolan	345	260	272	877
	Wennerberg	**377**	**326**	**381**	**1,084**
	Write Ins	3	1	2	6
	Total	897	733	777	2,407

Town Clerk
State Primary Official Results (cont.)
September 1, 2020

		Precinct 1	Precinct 2	Precinct 3	Totals
Republican Ballot		**156**	**133**	**171**	**460**
Senator in Congress					
	Blanks	0	1	0	1
	Ayyadurai	57	41	81	179
	O'Connor	**99**	**91**	**89**	**279**
	Write Ins	0	0	1	1
	Total	156	133	171	460
Representative in Congress					
	Blanks	18	20	21	59
	Colarusso	**136**	**112**	**147**	**395**
	Write Ins	2	1	3	6
	Total	156	133	171	460
Councilor					
	Blanks	136	121	157	414
	Write Ins	20	12	14	46
	Total	156	133	171	460
Senator in General Court					
	Blanks	134	115	153	402
	Write Ins	22	18	18	58
	Total	156	133	171	460
Representative in General Court					
	Blanks	136	115	154	405
	Write Ins	20	18	17	55
	Total	156	133	171	460
Register of Probate					
	Blanks	17	19	29	65
	Fattman	**139**	**112**	**138**	**389**
	Write Ins	0	2	4	6
	Total	156	133	171	460

Town Clerk
State Primary Official Results (cont.)
September 1, 2020

		Precinct 1	Precinct 2	Precinct 3	Totals
Libertarian Ballot		**1**	**3**	**3**	**7**
Senator in Congress					
	Blanks	1	0	0	1
	Write Ins	0	3	3	6
	Total	1	3	3	7
Representative in Congress					
	Blanks	1	1	0	2
	Walter J. Ziobro, Jr.	0	0	0	0
	Write Ins	0	2	3	5
	Total	1	3	3	7
Councilor					
	Blanks	1	2	1	4
	Write Ins	0	1	2	3
	Total	1	3	3	7
Senator in General Court					
	Blanks	0	2	1	3
	Write Ins	1	1	2	4
	Total	1	3	3	7
Representative in General Court					
	Blanks	1	2	0	3
	Write Ins	0	1	3	4
	Total	1	3	3	7
Register of Probate					
	Blanks	1	2	1	4
	Write Ins	0	1	2	3
	Total	1	3	3	7

		Precinct 1	Precinct 2	Precinct 3	Totals
Green Rainbow Ballot		**1**	**0**	**0**	**1**
Senator in Congress					
	Blanks	0	0	0	0
	Write Ins	1	0	0	1
	Total	1	0	0	1
Representative in Congress					
	Blanks	0	0	0	0
	Write Ins	1	0	0	1
	Total	1	0	0	1
Councilor					
	Blanks	0	0	0	0
	Write Ins	1	0	0	1
	Total	1	0	0	1
Senator in General Court					
	Blanks	0	0	0	0
	Write Ins	1	0	0	1
	Total	1	0	0	1
Representative in General Court					
	Blanks	0	0	0	0
	Write Ins	1	0	0	1
	Total	1	0	0	1
Register of Probate					
	Blanks	0	0	0	0
	Write Ins	1	0	0	1
	Total	1	0	0	1

Registered Voters per Precinct	**Precinct 1**	**Precinct 2**	**Precinct 3**	**Totals**
Democratic	564	510	572	1,646
Republican	338	404	361	1,103
Green-Rainbow	2	1	4	7
Libertarian	9	4	12	25
Unenrolled	1,569	1,359	1,515	4,443
Other	10	18	18	46
*Total Reg Voters each PRECINCT	2,492	2,296	2,482	7,270
Total Votes Cast in EACH Precinct	1,055	869	951	2,875
Voter Turnout 39.5 %	**42.3%**	**37.8%**	**38.3%**	**39.5%**

True Attest Copy

James F. Hegarty, Town Clerk

*As of August 14, 2020 deadline to register to vote.

Winners are indicated in bold.

Town Clerk
Annual Town Election Official Results
June 16, 2020

CANDIDATE			PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
	Votes Cast:		241	166	202	609
TOWN CLERK	3yrs	vote 1				
Blanks			26	16	22	64
JAMES F. HEGARTY			***215***	***150***	***180***	***545***
Others			0	0	0	0
TOTALS			241	166	202	609
MODERATOR	1yr	vote 1				
Blanks			46	40	34	120
PAUL M. CIMINO			***195***	***125***	***168***	***488***
Others			0	1	0	1
TOTALS			241	166	202	609
BOARD OF SELECTMEN	3yrs	vote 2				
Blanks			70	24	48	142
LISA M. BRACCIO			**201**	**147**	**167**	**515**
PETER W. LAPINE			54	58	55	167
CHELSEA MARIE MALINOWSKI			***157***	***103***	***134***	***394***
Write-ins			0	0	0	0
TOTALS			482	332	404	1,218
ASSABET VALLEY REG VOC DIST	4yrs	vote 1				
Blanks			179	115	140	434
DANIEL J. BUTKA			***35***	***36***	***42***	***113***
MARK E. PIETREWICZ			23	11	20	54
Others			4	4	0	8
TOTALS			241	166	202	609
BOARD OF ASSESSORS	3yrs	vote 1				
Blanks			52	43	51	146
TAMMI A. RICE			***189***	***123***	***151***	***463***
Write-ins			0	0	0	0
TOTALS			241	166	202	609
BD OF COMM OF TRUST FUNDS	3yrs	vote 1				
Blanks			221	148	189	558
WILLIAM J. BOLAND			***15***	***13***	***8***	***36***
Others			5	5	5	15
TOTALS			241	166	202	609
BOARD OF HEALTH	3yrs	vote 1				
Blanks			44	31	34	109
NANCY A. SACCO			***197***	***135***	***168***	***500***
Write-ins			0	0	0	0
TOTALS			241	166	202	609
BD OF TRUSTEES SOUTHBOROUGH LIBRARY	3yr	vote 2				
Blanks			136	72	112	320
JANE CECILIA DAVIS			***185***	***130***	***151***	***466***
AMY S. YAZDANI			***161***	***130***	***141***	**432**
Write-ins			0	0	0	0

TOTALS			482	332	404	1,218		
BD OF TRUSTEES SOUTHBOROUGH LIBRARY	**2yr**	vote 1						
Blanks			51	34	50	135		
JANET M. MANEY			***190***	***132***	***152***	***474***		
Write-ins			0	0	0	0		
TOTALS			241	166	202	609		
BD OF TRUSTEES SOUTHBOROUGH LIBRARY	**1yr**	vote 1						
Blanks			62	42	58	162		
DAVID C. EKBERG			***179***	***124***	***144***	***447***		
Write-ins			0	0	0	0		
TOTALS			241	166	202	609		
SCHOOL COMMITTEE	**3yrs**	vote 2						
Blanks			150	94	126	370		
KETURAH MARTIN			***164***	***119***	***142***	***425***		
KAMALI AIEKA O'MEALLY			***165***	***118***	***136***	***419***		
Others			3	1	0	4		
TOTALS			482	332	404	1,218		
NB/SB REGIONAL SCHOOL	**3yrs**	vote 2						
Northborough Candidate							**N'boro Votes**	**Total**
Blanks			215	116	140	471	557	1,028
SEAN P. O'SHEA			***126***	***103***	***128***	***357***	**1,486**	**1,843**
CHRISTOPHER D. COVINO			***90***	***74***	***96***	***260***	**1,434**	**1,694**
THOMAS EDWARD DALTON			50	39	40	129	208	337
Others			1	0	0	1	7	8
TOTALS			482	332	404	1,218	3,692	4,910
NB/SB REGIONAL SCHOOL	**3yrs**	vote 2						
Southborough Candidate							**N'boro Votes**	**Total**
Blanks			113	95	94	302	983	1,285
PAUL C. BUTKA			***187***	***122***	***157***	***466***	**1,356**	**1,822**
PAUL H. DESMOND			***181***	***115***	***153***	***449***	**1,341**	**1,790**
Others			1	0	0	1	12	13
TOTALS			482	332	404	1,218	3,692	4,910
PLANNING BOARD	**5yrs**	vote 1						
Blanks			62	39	51	152		
JESSE T. STEIN			***178***	***126***	***149***	***453***		
Others			1	1	2	4		
TOTALS			241	166	202	609		
HOUSING AUTHORITY	**3yrs**	vote 2						
Blanks			291	203	236	730		
JOHN M. WOOD			***188***	***125***	***159***	***472***		
JACK BARRON			***1***		***6***	***7***		
Others			2	4	3	9		
TOTALS			482	332	404	1,218		

Town Clerk
Annual Town Election Official Results
June 16, 2020 (continued)

	Registered Voters	Votes Cast	%	Absentee Ballots	Early Voting by Mail
Precinct 1	2,557	241	9.4%	8	145
Precinct 2	2,340	166	7.1%	9	77
Precinct 3	2,505	202	8.1%	7	126
Total	7,402	609	8.2%	24	348

Voter Turnout % 8.2%

***As of June 6, 2020: Deadline to register**
Winners are indicated in Bold Italics

A True Attest Copy:

James F. Hegarty, Town Clerk

Analysis of Voting Methods

Absentee Ballots			Early Voting Ballots		
Mailed	Returned	%	Mailed	Returned	%
22	8	36.4%	154	145	94.2%
27	9	33.3%	84	77	91.7%
24	7	29.2%	135	126	93.3%

Town Clerk
State Election Official Results
November 3, 2020

		Precinct 1	Precinct 2	Precinct 3	TOTALS
		2,294	2,155	2,268	6,717
PRESIDENTIAL PREFERENCE					
BIDEN and HARRIS	***Democrat***	***1,617***	***1,454***	***1,547***	***4,618***
HAWKINS and WALKER	Green-Rainbow	6	10	11	27
JORGENSEN and COHEN	Libertarian	38	44	31	113
TRUMP and PENCE	Republican	600	614	637	1,851
CARROL and PATEL	Independent	0	2	0	2
All others		9	20	25	54
Blanks		24	11	17	52
TOTAL		2,294	2,155	2,268	6,717
SENATOR IN CONGRESS					
EDWARD J. MARKEY	***Democrat***	***1,503***	***1,366***	***1,464***	***4,333***
KEVIN J. O'CONNER	Republican	740	736	746	2,222
SHIVA AYYADURAI		13	14	20	47
All Others		2	1	3	6
Blanks		36	38	35	109
TOTAL		2,294	2,155	2,268	6,717
REPRESENTATIVE IN CONGRESS					
KATHERINE M. CLARKE	***Democrat***	***1,499***	***1,341***	***1,475***	***4,315***
CAROLINE COLARUSSO	Republican	722	735	720	2,177
All Others		0	2	0	2
Blanks		73	77	73	223
TOTAL		2,294	2,155	2,268	6,717
COUNCILLOR					
MARILYN M. PETITTO DEVANEY	***Democrat***	***1,638***	***1,551***	***1,689***	***4,878***
All Others		30	38	22	90
Blanks		626	566	557	1,749
TOTAL		2,294	2,155	2,268	6,717
SENATOR IN GENERAL COURT					
JAMES B. ELDRIDGE	***Democrat***	***1,674***	***1,580***	***1,697***	***4,951***
ALL OTHERS		26	39	23	88
All Others		594	536	548	1,678
Blanks		2,294	2,155	2,268	6,717
REPRESENTATIVE IN GENERAL COURT					
CAROLYN C. DYKEMA	***Democrat***	***1,717***	***1,606***	***1,752***	***5,075***
All Others		26	34	22	82
Blanks		551	515	494	1,560
TOTAL		2,294	2,155	2,268	6,717

Town Clerk
State Election Official Results (cont.)
November 3, 2020

		Precinct 1	Precinct 2	Precinct 3	TOTALS
		2,294	2,155	2,268	6,717
REGISTRATAR OF PROBATE					
STEPHANIE K. FATTMAN	***Republican***	***1,009***	***944***	***1,030***	***2,983***
JOHN B. DOLAN III	Democrat	990	939	951	2,880
All Others		1	0	0	1
Blanks		294	272	287	853
TOTAL		2,294	2,155	2,268	6,717
QUESTION 1					
YES		***1,717***	***1,588***	***1,694***	***4,999***
NO		524	523	524	1,571
Blanks		53	44	50	147
TOTAL		2,294	2,155	2,268	6,717
QUESTION 2					
YES		1,036	1,005	1,020	3,061
NO		***1,176***	***1,080***	***1,175***	***3,431***
Blanks		82	70	73	225
TOTAL		2,294	2,155	2,268	6,717
Democrat		624	583	634	1,841
Republican		294	354	335	983
Green-Rainbow		4	1	2	7
Libertarian		8	11	9	28
All Other		10	13	17	40
Unenrolled		1,684	1,502	1,621	4,807
Total Registered Voters each Precinct		**2,624**	**2,464**	**2,618**	**7,706**
as of the October 24, 2020 deadline to register to vote					
Total Votes Cast in each Precinct		**2,294**	**2,157**	**2,266**	**6,717**
Voter Turnout 87.2%		**87.4%**	**87.5%**	**86.6%**	**87.2%**

Ture Attest Copy

James F. Hegarty, Town Clerk

Town Clerk
Minutes of Annual Town Meeting
June 13, 2020

At the Annual Town Meeting duly called and held at the baseball field adjacent to the Neary School, 53, Parkerville Road, Southborough, on Saturday, June 13, 2020, at 1:00 PM, the following Articles were voted on in a legal manner. There was a quorum present (100 voters = quorum); 181 voters were present.

The Town Moderator, Paul M. Cimino, called the meeting to order at 1:27 PM.

MOTION MADE: To waive the reading of the Warrant and the return of service of the Warrant.
MOTION PASSED.

MOTION MADE: That the following articles be combined for one vote and to pass them:
Articles 2, 3, 4, 11, 12, 13, 15, 16, 17, 18, 21.

ARTICLE 2: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *To allow the Board of Selectmen to accept donations from Tax Exempt organizations and determine the disposition of funds.*

ARTICLE 3: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2019 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article allows the Town Treasurer to short-term borrow in anticipation of revenue.*

ARTICLE 4: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Board of Selectmen or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Board of Selectmen or the School Committee, as appropriate, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Board Recommendation: Support
Summary: *This article allows the Selectmen and/or the School Committee to enter into contracts in excess of three years, if deemed in the best interest of the Town to do so. This has been an annual article, and the exemption has been limited to contracts of no more than seven years.*

ARTICLE 11: To see if the Town will vote to raise and appropriate or transfer from any available funds the sum of $28,000 for the purpose of paying to retirees the amount due for accrued vacation and sick time, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article will fund any vacation and sick pay due to employees upon their retirement.*

ARTICLE 12: To see if the Town will vote to raise and appropriate the sum of $10,000 for the purpose of paying the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article will provide funds to be used to pay the deductible for property damage which is not covered by insurance.*

ARTICLE 13: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of $100,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Advisory Committee as requested, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

ARTICLE 15: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for Fiscal Year 2021:

1. Immunization/emergency dispensing clinic; $12,000.
2. Inspectional services; $100,000.
3. 9-11 Field Maintenance; $100,000.
4. Wetland Protection; $30,000.
5. Hazardous materials; $75,000.
6. CPR classes; $6,500.
7. Community garden; $2,500.
8. Recreation programs; $400,000.
9. Tobacco Control Program; $4,000.
10. Golf Course maintenance; $30,000.

, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH, BOARD OF SELECTMEN, RECREATION COMMISSION, AND CONSERVATION COMMISSION
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article approves the annual spending limits for revolving funds that are now authorized by Town by-law.*

ARTICLE 16: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2021 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Estimated Surcharge Receipts (based on Town Treasurer's projections)……..	$376,373
State Match (projected FY2021 State match)……..	$ 54,547
FY2020 State Match Adjustment……..	$ 31,049
Total Projected Revenue……..	$461,969

Set Aside- Open Space

$46,197 to be set aside, held in the Community Preservation Fund, and spent in FY2021 or later years for acquisition, creation or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Set Aside – Historic Preservation

$46,197 to be set aside, held in the Community Preservation Fund, and spent in FY2021 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

Set Aside – Community Housing

$46,197 to be set aside, held in the Community Preservation Fund, and spent in FY2021 or later years for the creation, preservation and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

Administrative Costs – Community Preservation Committee

$23,098 to defray the administrative and operating expenses of the Community Preservation Committee in FY2021 for the Community Preservation Fund (discretionary)

Set Aside -Budgeted Reserve/Discretionary

Reserved For FY21	CPF (Budgeted Reserve/Discretionary)	$300,280

, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The budget and set asides are an annual requirement under the Community Preservation Act*.

ARTICLE 17: To see if the Town will vote to appropriate $85,437.50 to be applied towards the bond for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation. $32,278 from the CPA Historic Preservation Reserve Fund and $53,159.50 from the CPA FY2021 Budgeted Reserve Fund. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article is the Community Preservation Fund payment towards the FY2021 debt funding for the Preservation Restriction of 84 Main Street as approved at the 2016 Annual Town Meeting.*

ARTICLE 18: To see if the Town will vote to appropriate a total of $114,753 to be applied towards the bond for the renovation and restoration of the Historic Southborough Library building, $19,749 for interest due September 2020 and $95,004 to be applied towards the bond for the purpose of Historic Preservation. $32, 278 from the CPA historic Preservation Reserve Fund and $82,475 from CPA General Unreserved Fund. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article is the Community Preservation Fund payment toward the FY2021 debt funding for the renovation and restoration of the Historic Southborough Library as approved at the 2019 Annual Town Meeting.*

ARTICLE 21*:* To see if the Town will vote to accept Massachusetts General Laws Chapter 59, Section 5C1/2, which provides for an additional real estate exemption for taxpayers who are granted personal exemptions on their domiciles under Massachusetts General Laws Chapter 59, Section 5, including certain blind persons, veterans, surviving spouses and seniors, and to provide that the additional exemption shall be up to 100 percent of the personal exemption, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2020, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Adoption of this local option will increase the property tax abatement benefits to Southborough veterans and non-veterans who currently meet eligibility requirements for personal exemptions on their property. Funds for these abatements are carried in the Assessor's overlay account.*

MOTION PASSED.

MOTION MADE: That the Town vote to reorder the consideration of the Articles contained in the warrant, specifically by advancing the following Articles for consideration at this time:
Articles 1, 19, 20, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32.
MOTION PASSED.

MOTION MADE: That the rules be suspended to permit simultaneous consideration and or voting of:
Articles 19, 20, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32.
MOTION PASSED by a Moderator declared 2/3rds majority.

MOTION MADE: That the matters contained in Articles 28, 29 and 30 be referred to the Planning Board for further study, hearing and report to the next Town meeting.

ARTICLE 28: To see if the Town will vote to amend the Zoning Code of the Town of Southborough, Zoning Article I entitled "Miscellaneous Provisions" and Article V entitled "Nonconforming Uses and Structures" by amending thereto Section 174-9 entitled "Special Permit Requirements" and 174-19 entitled "Extensions" as hereinafter specified.

****Bold text are insertions. Strikethrough text are deletions.*

Article I: Miscellaneous provisions
§ 174-9 Special permit requirements.
[Amended 4-14-1986 ATM by Art. 46]

E. Nonconforming uses, lots and structures. Special permits may be issued for the extension**,** or alteration**, reconstruction or structural change** of legally nonconforming uses, structures and lots, including a change in the non-conforming use to another non-conforming use, provided that the Board of Appeals finds that such extension, alteration**, reconstruction** or **structural** change shall not be substantially more detrimental to the neighborhood, will not increase the extent of non-conformance in size or in impact and that the cost thereof shall not exceed 50% of the assessed value of the non-conforming structure at the time of application, and further provided that the estimate of the cost of any extension**,** or alteration**, reconstruction or structural change** utilized by the Board of Appeals in evaluating the above specified 50% requirement of the assessed value shall not be less than a cost estimate of such extension**,** or alteration**, reconstruction or structural change** based on a nationally recognized building cost estimate manual or system acceptable to the Zoning Board of Appeals. No special permits under this subsection shall be granted for nonconforming signs subject to Chapter 93 or 93D of the General Laws.
[Amended 4-15-2008 ATM by Art. 38]

§ 174-19 **Extensions,** or alterations**, reconstruction or structural changes**
[Amended 4-10-2000 ATM by Art. 55]

A.Nonconforming structures or uses shall not be extended**,** or altered**, reconstructed or structural changes made** except to make them conforming, unless the Board of Appeals authorizes such extension**,** or alteration**, reconstruction or structural change** by special permit upon making findings as provided in § 174-9.

B.Single-family and two-family residential structures. In the following circumstances, **Notwithstanding the provisions of Section A above, as provided in M.G.L. c.40A, § 6, if any proposed extension, alteration**, reconstruction**,** extension or structural change to a single or two-family residential **structure complies with one of the conditions set forth in subsections (1) through (5) below, such extension, alteration, reconstruction or structural change** structure shall not be considered an increase in the non-conforming nature of the structure and shall be permitted as of right.
[Amended 10-7-2013 STM by Art. 9]

(1)**Extension, a**Alteration**, reconstruction or structural change** to a structure which complies with all current setbacks, lot coverage and building height requirements but is located on a lot with insufficient area**,** where the alteration will also comply with all of said current requirements**.**;

(2)**Extension, a**Alteration**, reconstruction or structural change** to a structure which complies with all current setbacks, lot coverage and building height requirements but is located on a lot with insufficient frontage**,** where the alteration will also comply with all of said current requirements**.**;

(3)**Extension, a**Alteration**, reconstruction or structural change** to a structure which encroaches upon one or more required setbacks**,** where the alteration will comply with all current setbacks, open lot coverage and building height requirements. The provisions of this **s**Subsection B (3 shall apply regardless of whether the lot complies with current area and frontage requirements.

(4) Extension, alteration, reconstruction or structural change to the rear, side or fascia of a structure which encroaches upon a required yard or setback area where the alteration will not encroach upon such area to a distance greater than the existing structure. The provisions of this subsection shall apply regardless of whether the lot complies with current area and frontage requirements.

(5) Extension, alteration, reconstruction or structural change to a non-conforming structure which will not increase the footprint of the existing structure providing that existing height restrictions shall not be exceeded.

In the event that the Building Commissioner determines that none of the exemptions set forth in subsections (1) through (5) apply, and the Building Commissioner determines that the non-conforming nature of such structure would be increased by the proposed extension, alteration, reconstruction or structural change, then the Board of Appeals may, by special permit, allow such extension, alteration, reconstruction or structural change where the proposed modification will not be substantially detrimental than the existing non-conforming structure to the neighborhood.

; or do or act anything in relation thereto.

Proposed by: ZONING BOARD OF APPEALS
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *This article proposes to amend the Special Permit Requirements and Exemptions by the addition of language for the purpose of clarity and the inclusion of exemptions to comply with current case law.*

***ARTICLE 29**:* To see if the Town will vote to amend the Zoning Code of the Town of Southborough Article III entitled "Use Regulations" by replacing thereto Section 174-12.1 thereof entitled "Outdoor illumination" as hereinafter specified.

****Bold text are insertions. Strikethrough text are deletions.*

§ 174-12.1
Outdoor illumination.
[Added 4-11-2005 ATM by Art. 40]

A. Purpose. This section recognizes the benefits of outdoor lighting and provides clear guidelines for its installation, so as to help maintain and complement Southborough's character. The intent of this section is to**:**

(1) encourage lighting that provides safety, utility and security, **productivity, enjoyment and commerce;**

(2) prevent glare on public roadways;

(3) protect the privacy of residents;

(4) promote energy-efficient outdoor lighting;

(5) limit the total allowable illumination of lots located in the Town of Southborough; to reduce atmospheric light pollution.

(6) minimize adverse offsite impact such as light trespass, and obtrusive light;

(7) curtail light pollution and reduce skyglow to create a healthy night-time environment for residents of Southborough

The Planning Board is authorized to promulgate rules and regulations to carry forth the purpose and intent of these Bylaw provisions. Appropriately regulated, and properly installed, outdoor lighting will contribute to the safety and welfare of the residents of Southborough.

B. Applicability. Outdoor illumination by flood or spot luminaries rated at 900 lumens or more (which is approximately equal to one sixty-watt incandescent light bulb) or by any other luminaires rated at 1,800 lumens or more (which is approximately equal to one one-hundred-twenty-watt incandescent light bulb) shall be subject to the provisions of this section **including application to single and two-family residential lots**, with the following exceptions:

(1) emergency lighting;

(2) hazard warning;

(3) temporary decorative or holiday lighting or public roadway illumination.

It shall also not apply to any luminaire intended solely to illuminate any freestanding sign, flag or the walls of any building, but such luminaire shall be shielded so that its direct light is confined to the surface of such sign, flag or building.

(1) The replacement of existing fixtures shall be subject to the provisions of this section; however, the replacement of existing nonconforming lamps or fixtures with the same or lower output nonconforming lamps or fixtures is exempted.

The replacement of fixtures or luminaires shall be subject to the provisions of this section and comply with guidance outlined in the Rules and Regulations for Outdoor Illumination maintained by the Planning Board. Non-conforming fixtures or luminaires requiring replacement for any reason (including but not limited to end of life, breakdown, vandalism) shall be replaced in compliance with this Bylaw.

(2) The Planning Board, in performing review pursuant to § 174-10, Site plan approval, may determine that special circumstances of the site, context or design make an alternative lighting design at least equally effective in meeting the purposes of this section and, in such cases, may modify the requirements of this section.

C. Enforcement. The owner of any lot or property on which a luminaire subject to this Bylaw is located or proposed to be located shall have the burden of demonstrating that the existing or proposed luminaire complies with the standards established by this Bylaw. The manufacturer's specification sheet may be used to establish the lumen level of a luminaire, correlated color temperature (CCT) and, if required, to verify the use of fully shielded fixture design. Illumination levels may be verified through the use of manufacturer's photometric data sheet and/or photometric site drawing or through on-site calibrated light level meter readings. A site visit at night by a representative of the Town in the form of a visual observation and/or photograph may be required to determine if a nuisance has occurred.

(1) Violations of this Bylaw shall be subject to the provisions of the Town of Southborough Article III entitled "Use Regulations" Section 174-24 thereof entitled "Enforcement; procedures; violations and penalties."

D. Definitions. For the purposes of this section, the following terms shall be defined as indicated below. Although set forth here for convenience, the terms shall have the same effect as if in § 174-2 of this Bylaw.

BACKLIGHT – For an exterior luminaire is the 90-degree quarter-sphere located behind and below the light source. For luminaires with symmetric distribution, backlight will be the same as front light.

BUG RATING – A luminaire classification system that classifies backlight (B), uplight (U), and glare (G) per IES TM-15-11.

CORRELATED COLOR TEMPERATURE (CCT) – A specification of the color appearance of the light emitted by a lamp, relating its color to the color of light from a reference source when heated to a particular temperature, measured in degrees Kelvin (K).

FIXTURE – The assembly that houses a lamp or lamps, and which may include a housing, a mounting bracket or pole socket, a lamp holder, a ballast, a reflector or mirror, and/or a refractor, lens or diffuser lens.

FRONTLIGHT – For an exterior luminaire is the 90-degree quarter-sphere located in front and below the luminaire.

FULL CUTOFF – A luminaire designed with an opaque shield surrounding and extending below the lamp, such that no direct light is emitted above a horizontal plane.

FULLY SHIELDED LUMINAIRE — A luminaire constructed and installed in such a manner that all light emitted by the luminaire, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the luminaire, is projected below the horizontal plane through the luminaire's lowest light-emitting part.

GLARE – Light emitted from a luminaire with intensity great enough to produce annoyance, discomfort or a reduction in a viewer's ability to see, and in extreme cases causing momentary blindness.

HARDSCAPE – Permanent hardscape improvements to the site including parking lots, drives, entrances, curbs, ramps, stairs, steps, medians, walkways, and non-vegetated landscaping that is 100 feet or less in width. Materials may include but are not limited to concrete, asphalt, stone, and gravel.

INDIRECT LIGHT – Light scatter caused by direct light being redirected from a surface.

LAMP – The component of a luminaire that produces the actual light.

LED LAMP– (Light Emitting Diode) An electric lamp with a much longer lifespan than incandescent lighting and low energy consumption.

LIGHT TRESPASS – The shining of direct **or indirect** light produced by a luminaire beyond the boundaries of the lot on which it is located.

LUMEN – A measure of light energy generated by a light source. One footcandle is one lumen per square foot. For purposes of this bylaw, the lumen output shall be the initial lumen output of a lamp, as rated by the manufacturer.

LUMINAIRE – A complete lighting system, including a lamp or lamps and a fixture. **unit (fixture), consisting of a lamp, or lamps and ballast(s) (when applicable), together with the parts designed to distribute the light (reflector, lens, diffuser), to position and protect the lamps, and to connect the lamps to the power supply.**

LUMINAIRE LUMENS - For luminaires with relative photometry per Illuminating Engineering Society (IES), it is calculated as the sum of the initial lamp lumens for all lamps within an individual luminaire, multiplied by the luminaire efficiency. If the efficiency is not known for a residential luminaire, assume 70%. For lumi-

naires with absolute photometry per IES LM-79, it is the total luminaire lumens. The lumen rating of a luminaire assumes the lamp or luminaire is new and has not depreciated in light output.

MOUNTING HEIGHT - The height of the photometric center of a luminaire in feet above grade level. Feet above grade level refers to the overall average grade of the area being illuminated.

UPLIGHT - For an exterior luminaire is all of the light escaping above the luminaire.

E. Lighting zones. The Lighting Zone shall determine the limitations for lighting as specified in this section.

LZ-0: No ambient lighting

Areas where the natural environment will be seriously and adversely affected by lighting. Impacts include disturbing the biological cycles of flora and fauna and/or detracting from human enjoyment and appreciation of the natural environment. Human activity is subordinate in importance to nature. The vision of human residents and users is adapted to the darkness, and they expect to see little or no lighting. When not needed, lighting should be extinguished.

Zoning Districts: Conservation and Research, Scientific & Professional

LZ-1: Low ambient lighting

Areas where lighting might adversely affect flora and fauna or disturb the character of the area. The vision of human residents and users is adapted to low light levels. Lighting may be used for safety and convenience but it is not necessarily uniform or continuous. After curfew, most lighting should be extinguished or reduced as activity levels decline.

Zoning Districts: Residence A and Residence B

LZ-2: Moderate ambient lighting

Areas of human activity where the vision of human residents and users is adapted to moderate light levels. Lighting may typically be used for safety and convenience, but it is not necessarily uniform or continuous. After curfew, lighting may be extinguished or reduced as activity levels decline.

Zoning Districts: Business Village

LZ-3: Moderately high ambient lighting

Areas of human activity where the vision of human residents and users is adapted to moderately high light levels. Lighting is generally desired for safety, security and/or convenience and it is often uniform and/or continuous. After curfew, lighting may be extinguished or reduced in most areas as activity levels decline.

Zoning Districts: Business Highway, Industrial and Industrial Park

Non-shielded wall-packs, barn lights, and floodlights not aimed downward are prohibited in all zones.



Barn Lights


Non-Shielded Wall Packs


Floodlights or lights not aimed downward

F. Total site lumen limit. The total installed initial luminaire lumens of all outdoor lighting shall not exceed the total site lumen limit. The total site lumen limit shall be determined using the hardscape area and table below. For sites with existing lighting, existing lighting shall be included in the calculation of total installed lumens. The total installed initial luminaire lumens are calculated as the sum of the initial luminaire lumens for all luminaires.

Table 1: Allowed Total Initial Lumens Per Site for Outdoor Lighting by Hardscape Method

LZ-0	LZ-1	LZ-2	LZ-3
• Conservation • Research, Scientific & Professional	• Residential A • Residential B	• Business Village	• Business Highway • Industrial • Industrial Park
0.5 lumens per SF of hardscape	1.25 lumens per SF of hardscape	2.5 lumens per SF of hardscape	5.0 lumens per SF of hardscape

G. Correlated Color Temperature (CCT). All proposed LEDs shall have a correlated color temperature (CCT) between 2200K and 3000K.

H. Exterior lighting plan. Applications subject to the provisions of § 174-10, Site plan approval, shall submit a lighting plan which shall include the following information, except to the extent waived by the Planning Board. All other lighting not subject to the provisions of said § 174-10 does not require a lighting plan but shall meet the standards as set forth in this **Bylaw** section, unless as may otherwise be provided herein. **The installation of fixtures or luminaires shall be subject to the provisions of this bylaw and comply with guidance outlined in the Rules and Regulations for Outdoor Illumination maintained by the Planning Board. The** lighting plan shall include the following information **and comply with the regulations adopted pursuant to this Bylaw**:

(1) Location, orientation and type of outdoor luminaire, including the height of the luminaire, both existing and proposed;

(2) Type of lamp, such as metal halide, compact fluorescent, high pressure sodium**, LED;**

(3) Luminaire manufacturer's specification data, including lumen output and photometric data showing cutoff angles, as well as a description of all illuminating devices, fixtures, lamps, supports, reflectors, both existing and proposed; this may include, but is not limited to, catalog cuts and illustrations by manufacturers;

(4) Complete report of BUG rating data for all luminaires (if not already included in the manufacturer's specification data) calculated from photometric data (as per IES TM-15-11) showing compliance with the Planning Board Rules and Regulations for Outdoor Illumination;

(5) Photometric plan showing the intensity of illumination expressed in footcandles at ground level within the interior of the property and at the property boundaries **that also includes the Total Site Lumen Limit; Limits to Off Site Impact; Light Shielding for LED lighting; and the Correlated Color Temperature; according to adopted regulations;**

(6) Evidence that the plan complies with light trespass restrictions as set forth herein.

I. Waivers. An applicant may make a waiver request to the Planning Board for increased lighting levels within any given lighting zone and the Planning Board shall have such waiver authority hereunder.

J. Lighting control requirements. Automatic switch controls shall be provided that automatically extinguish all outdoor lighting when sufficient daylight is available using a control device or system such as a photoelectric switch, astronomic time switch or equivalent functions from a programmable lighting controller, building automation system or lighting energy management system, all with battery or similar backup power or device. The Exterior Lighting Plan shall establish curfew time(s) after which total outdoor lighting lumens shall be reduced by at least 30% or extinguished. Lighting reductions are not required for any of the following:

(1) Lighting for residential properties including multiple residential properties not having common areas; with the exception of landscape lighting

(2) When the outdoor lighting consists of only one luminaire.

(3) Code required lighting for steps, stairs, walkways, and building entrances.

(4) Lighting under canopies, in tunnels, parking garages, and similar conditions.

(5) When in the opinion of the Planning Board, lighting levels must be maintained.

(6) Motion activated lighting.

(7) Lighting regulated by special use in which times of operation are specifically identified.

(8) Businesses that operate on a 24-hour basis.

K. Community outdoor sports/recreational lighting requirements. These requirements are an exemption from the total site lumen limit based on hardscape metrics. Community outdoor sports or recreational facilities will be held to the IDA, IES criteria for outdoor sports lighting. On-field illuminance values will be determined by current IDA, IES set forth in the Rules and Regulations for Outdoor Illumination adopted to implement the intent and purpose of this bylaw. Standard regulations include:

(1) Color, luminaire correlated color temperature (CCT) may not exceed 4000 Kelvin;

(2) Other lighting, parking and concession area lighting will be considered a separate luminaire system and must meet the applicable lighting standards for the relevant lighting zones;

(3) Shut-off, curfew time shall be no later than 10:00PM (2200 hrs.); for good cause shown, the Planning Board may waive the compliance requirement of this subsection

L. Street lights. Light emitted by the fixture shall have a correlated color temperature no greater than 3000 Kelvin and/or comply with Massachusetts DPU Tariff standards if applicable. All other street light features are exempt from regulation under this bylaw.

M. Light shielding for parking lot illumination. All parking lot lighting shall have no light emitted above 90 degrees from the installed vertical axis.

N. Flickering and flashing lights. No flickering or flashing lights shall be permitted. Processes, such as arc welding, which create light flashes shall be confined within buildings or shielded to prevent either direct glare or flashing.

O. Fixture mounting heights.

(1) F. Wall-mounted fixtures. In nonresidential districts, a luminaire attached to the exterior of a building or structure for area lighting shall be mounted no higher than 15 feet above grade and shall be shielded to control glare. "Wal-pac" lighting fixtures are prohibited.

(2) P. Pole-mounted fixtures. Pole-mounted exterior lighting fixtures **shall not exceed the pole-mounted height limitation of 20 feet in all zones.** types are defined and restricted as follows:

Existing non-conforming light heights may remain as mounted until modification is proposed, at which time the height must be brought into compliance.

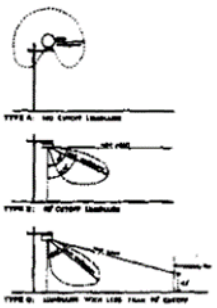
(1) Type A: no light cutoff.

(2) Type B: luminaire shielded such that peak candlepower is at an angle of 75° or less from straight down, and essentially no light is emitted above the horizontal.

(3) Type C: luminaire shielded such that total cutoff is at less than 90° from straight down, and no light source is in direct view of an observer five feet above the ground at any point off the premises.

H. Pole-mounted fixtures height limitation. Illustrations of pole-mounted exterior lighting fixture types are shown in Chart I herein. Pole-mounted fixtures shall not exceed the applicable pole-mounted height limitation set forth in Chart II in any district. The Type A pole-mounted exterior lighting fixture is prohibited in all nonresidential districts, unless equipped with shields.

CHART I. ILLUSTRATIONS



HART II. POLE MOUNTING HEIGHT LIMITATIONS

	Maximum Luminaire Mounting Height (feet above grade)*	
	District	
	Residential	**Nonresidential**
Fixture Type A	10	Not allowed (unless shielded)
Fixture Type B	15	20
Fixture Type C	20	20

* Note: Feet above grade refers to the overall average grade of the area being illuminated.

P. Ceiling-mounted fixtures. In nonresidential districts, luminaires mounted on an exterior ceiling such as under a canopy shall be mounted with the refractor or lens flush with or recessed in the ceiling or fixture.

Q. Lighting levels. Any luminaire with a lamp or lamps rated at a total of 1,800 lumens or more (which is approximately equal to one one-hundred-twenty-watt incandescent light bulb) and all flood or spot luminaires rated at 900 lumens or more (which is approximately equal to one 60-watt incandescent light bulb) shall not emit any direct light above a horizontal plane through the lowest direct-light-emitting part of the luminaire. If any spot or flood luminaire rated 900 lumens or less is directed or focused such as to cause direct light from the luminaire to be cast toward residential buildings on adjacent or nearby land, or to create glare perceptible to persons operating motor vehicles on public ways, the luminaire shall be redirected or its light output controlled as necessary to eliminate such conditions. The Planning Board reserves the right to limit and regulate the amount of illumination on a project site between the hours of 10:00 p.m. and 6:00 a.m., while understanding the need for safety and security lighting.

R. Light trespass limitations. There shall be no light trespass by a luminaire beyond the property boundaries of the lot on which it is located, except as within a street right-of-way for which there shall be no limit.

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD
Board of Selectmen Recommendation: At Town Meeting
Advisory Committee Recommendation: At Town Meeting
Summary: *This article proposes to amend the Site Plan Approval bylaw by bringing minor site plan approval under the purview of the Planning Board, as opposed to the Site Plan Review Committee and further clarify steps for minor and major site plan approval.*

***ARTICLE 30**:* To see if the Town will vote to amend the Zoning Code of the Town of Southborough, Article III entitled "Use Regulations" by amending thereto Section 174-10, entitled "Site Plan Approval" as hereinafter specified.

****Bold text are insertions. Strikethrough text are deletions.*

§ 174-10
Site plan approval.
[Amended 4-8-1985 ATM by Art. 39; 4-14-1986 ATM by Art. 48; 4-13-1987 ATM by Art. 43; 4-11-1988 STM by Art. 4; 4-26-1990 ATM by Art. 41]

A. The purpose of the site plan review procedure is to encourage a desirable and compatible character of development within the Town of Southborough and to assure safety, promote logic, imagination and innovation in the design process while complying with all zoning requirements. The requirements of this section shall be applicable to the following:

(1) Any nonresidential development that results in an increase in on-site parking.

(2) All modifications to existing development projects which fall within the applicability of the Town's regulations for parking and loading (§ 174-12) or landscaping (§ 174-13).

(3) Any change in use or reactivation of a facility that has not been in use for a period of two years.
[Added 4-8-1996 ATM by Art. 51]

(4) Multifamily housing for the elderly.
[Added 4-15-1997 ATM by Art. 56]

(5) Adaptive reuse of historic buildings.
[Added 4-25-2017 ATM by Art. 30]

B. Site plan review will be processed by one of the following means:

(1) Minor plan review. Any new development, or expansion in use other than a single-family or two-family residence which adds less than 2,000 square feet of floor area or which would require at least five but fewer than 20 parking spaces regardless of the number of parking spaces existing on the premises, or any change of use of a facility that totals less than 2,000 square feet shall be subject to minor plan review by the **Planning Board** Site Plan Review Committee. The Site Plan Review Committee shall be chaired by the Town Planner and will consist of a Selectmen or its designee, Building Inspector, Highway Superintendent, Board of Health Agent, Superintendent of the Water Department, Police Chief and Fire Chief or their designee, who will meet at a regularly scheduled time and place to review plans. The **Planning Board** Committee shall also seek the advice of the Conservation Commission in the review of all minor plan submissions.
[Amended 4-8-1996 ATM by Art. 51]

(a) Minor plan review will require 10 copies of the site plan to be submitted to the office of the Planning Board, together with an application form and filing fee. **A complete application form, filing fee and multiple copies of all submission documents shall be submitted to the office of the Planning Board according to instructions on the application form.** All plans will be prepared at a scale no greater than one inch equals 40 feet on standard twenty-four-by-thirty-six-inch sheets and shall show, as a minimum:

[1] All existing and proposed buildings, including setbacks.

[2] Existing and proposed parking.

[3] Driveway openings.

[4] All property and street lines.

[5] Existing and proposed landscaping.

[6] Existing and proposed signs.

[7] Surfacing, indicating treatment of all surfaces.

[8] Location of all wetlands.

[9] Method of sewage disposal.

[10] Water supply.

[11] Stormwater drainage.

[12] Such other information as the **Planning Board** Site Plan Review Committee may reasonably request.

(b) Any dispute arising from the minor plan review process or any plan not receiving unanimous approval from the Site Plan Review Committee shall be referred to the Planning Board for action. The Committee may also refer any site plan that, due to unusual circumstances or a unique situation, it feels should be approved by the Planning Board. All site plans sent to the Planning Board by the Site Plan Review Committee for action will be handled through the minor plan review process.

[Amended 4-8-1996 ATM by Art. 51]

(b) Minor site plan is not a public hearing.

(c) The **Planning Board** Site Plan Review Committee shall approve, **or** disapprove or refer to the Planning Board all submittals for minor **site** plan review within **the required** 30 days of a completed application to the office of the Planning Board**, but the required time may be extended by written agreement between the applicant and the Board, a copy of said agreement to be filed with the Town Clerk. The actions allowed by the minor site plan approval are authorized for a one-year period from the date of grant thereof. The applicant shall be granted a single one-year extension by applying to the Planning Board, in writing, prior to the date of expiration. If the actions permitted are not exercised or the approval not extended, they shall lapse, and a new application will be required.**

(d) Where applicable, all other criteria and conditions of this section will govern minor plan review.

(2) Major plan review. Any new development, or expansion in use other than a single-family or two-family residence which adds 2,000 square feet or more of floor area or which would require 20 or more parking spaces, regardless of the number of parking spaces existing on the premises, or any change of use of a facility that totals 2,000 square feet or more shall be subject to major plan review by the Planning Board. The major site plan submission shall consist of the following elements:
[Amended 4-8-1996 ATM by Art. 51]

(a) Ownership, zoning, use and the general location of structure and topography within 300 feet of the property lines of the site or adjacent land contiguously owned with the site.

(b) All **plans will be prepared at a scale no greater than one inch equals 40 feet on standard twenty-four-by-thirty-six-inch sheets and shall show, as a minimum, all** site features, existing or proposed, including but not limited to the following:

[1] Driveways, including widths.

[2] Parking facilities, including dimensions thereof.

[3] Loading facilities.

[4] Service areas.

[5] Street line, including widths.

[6] Roadways, including widths.

[7] Pedestrian walks, including widths and types of surface.

[8] Landscaping designation, specific plantings.

[9] Screening.

[10] Signs, including proposed sizes, mounting heights, types and drafted design.

[11] Lighting, including plan location and detail information, size, type and wattage.

[12] Surfacing, indicating treatment of all surfaces.

[13] Existing trees on the site which are a caliper of six inches or larger.

[14] Wetlands.

[15] Drainage, including detailed design data, pipe sizing, etc.

[16] Stone walls.

[17] Topography at two-foot contour intervals.

[18] Sewage disposal, including detailed design information.

[19] Water supply.

[20] Curbing.

[21] Such other information as the Planning Board may reasonably request.

(c) The construction of the work as detailed on the site plan shall not deviate from the work shown on the approved site plan. Accordingly, the site plan shall contain a sufficient level of detail to ensure the constructability of the project. Supporting details and documentation shall be presented as part of the site plan submission.

(3) Incomplete applications for both the minor and major review shall not be accepted by the Planning Board. Following submission of a site plan to the Planning Board, the Board or its designee shall review the **application/**plan for completeness within three business days of the submission. Completeness shall be based on the requirements of **the** this **respective** subsection**s for minor or major review.** If the submission is determined incomplete by the Planning Board or its agent, notice will be **provided** mailed to the applicant by certified mail within three business days of the submission specifying the deficiencies.

C. The plans **for minor or major site plan approval** shall be prepared by a professional engineer, land surveyor, architect or landscape architect registered to practice in the Commonwealth of Massachusetts**. A complete application form, filing fee and multiple copies of all submission documents shall be submitted to the office of the Planning Board according to instructions on the application form.** and shall be submitted with 11 copies to the office of the Planning Board, together with an application form and a filing fee, if any.

D. Approval required.

(1) Site plan approval shall be granted **by a majority vote** upon determination by the Planning Board that the following are complied with. Any new building construction or other site alteration shall provide adequate access to each structure for fire and service equipment**; shall provide** and adequate provision for utilities and stormwater drainage consistent with the functional requirements of the Southborough Planning Board's Rules and Regulations for the Subdivision of Land**;** and shall be so designed that for the given location, and type and extent of land use, the design of building form, building location, egress points, grading and other elements of the development shall be so as to:

(a) Minimize the volume of cut and fill, the number of removed trees six inches in caliper and larger, the length of removed stone walls, the area of wetland vegetation displaced, the extent of stormwater flow increase from the site, soil erosion and the threat of air or water pollution.

(b) Maximize pedestrian and vehicular safety and convenience within the site and egressing from it.

(c) Minimize obstruction of scenic views from publicly accessible locations.

(d) Minimize visual intrusion by minimizing the visibility of parking, storage or other outdoor service areas viewed from public ways or premises residentially used or zoned; minimizing glare from headlights through plantings or other screening; minimizing lighting intrusion through use of such devices as cutoff luminaires confining direct rays to the site; fixture mounting height not higher than 20 feet except adjacent to Route 9; and avoiding unreasonable departure from the character of buildings in the vicinity.

(2) The Planning Board shall adopt and from time to time amend reasonable regulations for the administration of these guidelines.

E. The Planning Board shall hold a public hearing on the application for **major** site plan approval, with a written notice of the time and place of said hearing being given the applicant and the Board of Selectmen. The applicant is responsible for sending this notice to the certified abutters by certified mail return receipt requested, at least 10 days before the scheduled hearing. The Planning Board shall not act on the application until it has received and given due consideration to the recommendations of the Board of Selectmen or until 10 days have elapsed after the public hearing without receipt of the Selectmen's comments.

F. The Planning Board shall act on an **complete** application for **major** site plan approval and shall notify, in writing, the applicant, the Board of Selectmen and the Building Inspector of its action within 60 days of the receipt of **a** the **complete** application**, but the required time may be extended by written agreement between the applicant and the Board, a copy of said agreement to be filed with the Town Clerk.** Failure of the Planning Board to so act and to notify the applicant within said 60 days shall constitute approval of the site plan. The actions allowed by the **major** site plan approval are authorized for a one-year period from the date of grant thereof. The applicant shall be granted a single one-year extension by applying to the Planning Board, in writing, prior to the date of expiration. If the actions permitted are not exercised or the approval not extended, they shall lapse, and a new application notice and hearing will be required.

G. Any person aggrieved by the action of the Planning Board on a **either minor or major** site plan approval application may appeal said action to a Court of competent jurisdiction in accordance with M.G.L. c.40A, Section 17**, as amended.**
[Amended 5-22-2018 STM by Art. 3]

H. Minor departures from the site plan as approved**,** may be authorized by the Building **Commissioner** Inspector after approval of the **Planning Board** Site Plan Review Committee if required by engineering or other circumstances not foreseen at the time of plan approval. Any change increasing the size of any building or structure, changing the location of any building, parking or access road by more than 10 feet or reducing landscaping or screening may be made only through review by the Planning Board following the same procedures as for an original submittal. Any departure must be requested, in writing, with the basis for the change given. Any change authorized shall be recorded on the file copy of the site plan with the Building **Commissioner** Inspector's signature and the date.

I. The removal, fill or change of grade of earth materials, including soil, loam, sand or gravel, undertaken in order to construct or locate buildings, structures and such features accessory thereto as ways, driveways, areaways, walks or parking areas, and therefore exempt from regulations under Chapter 85 of this Code, is a part of construction and development process regulated by the Zoning Chapter. Except as necessary for the construction of detached one- or two-family dwellings and of features accessory thereto, the removal, fill or change of grade of earth materials for the purposes defined above shall be subject to approval under this section. Where the commencement of removal, fill or change of grade of earth materials precedes construction by three months or more, the submission and approval of the site plan may be undertaken in two stages, with the information for the first stage limited to property boundaries, existing and proposed topography at two-foot or lesser contour intervals, the character of the soil to be removed, added or relocated, the location and depth of any service and drainage conduits or pipes and the approximate location of any existing or proposed buildings, structures or physical features accessory thereto. Each stage shall be treated as a separate site plan for the purposes of this section, and the approval of Stage 1 of a site plan shall not be construed to assure the subsequent approval of Stage 2.

J. Compliance. The issuance of an occupancy permit will not be given prior to the satisfactory completion of all elements and conditions of the approved site plan. A temporary occupancy permit may be issued after the satisfactory completion of all items essential to public health and safety and sufficient bonding acceptable to the Planning Board is provided to the Town to cover all outstanding items.

; or do or act anything in relation thereto

Proposed by: PLANNING BOARD
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: At Town Meeting

Summary: *This article proposes to amend the Site Plan Approval bylaw by bringing minor site plan approval under the purview of the Planning Board, as opposed to the Site Plan Review Committee and further clarify steps for minor and major site plan approval.*

MOTION PASSED.

MOTION MADE: That the matters contained in Articles 1, 19, 20, 22, 23, 24, 25, 26, 27, 31, and 32 be postponed indefinitely.

ARTICLE 1: To hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *To hear reports of Town Boards, Committees or Commissions.*

ARTICLE 19: To see if the Town will vote to appropriate $238,750 from the CPA Fund FY2021 Budgeted Reserve for the renovation and restoration of Kallander Field, located on Kallander Drive in Southborough (Parcel ID 56-0000-012-0) for recreation purposes as requested by the Recreation Department. This consists of $210,100 in project costs and an additional $28,650 in contingency funding. Contingency funds only available after approval of the CPC for unexpected costs unforeseen at the time of application. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *Under the direction of the Recreation Director Tim Davis and the Southborough Recreation Department, said funds will be used to restore and renovate Kallander Field, to address significant drainage issues that plague the field.*

ARTICLE 20: To see if the Town will vote to appropriate $300,000 for the restoration and preservation of the Historic St. Mark's Bell Tower located at 27 Main Street Southborough for Historic purposes. $23,061.76 from the CPA Historic Preservation Reserve Fund and $276,938.24 from CPA General Unreserved Fund. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation: At Town Meeting
Advisory Committee Recommendation: At Town Meeting
Summary: *Under the direction of the St. Mark's Building Committee said funds will be used to restore and preserve the St. Marks Bell Tower in conformance with a Preservation Restriction held by the Massachusetts Historical Commission. The goal is to preserve St. Mark's Bell Tower for many future generations of Southborough residents to enjoy. Built in 1891 on land donated by Joseph Burnett, the tower has fallen into major disrepair over the years. Issues include water penetration, unevenly faced stones, cracked mortar joints, and stone slippage. Without restoration of the tower, the historic viewscape of our town will be forever changed. Satisfying the Community Preservation Act goal to preserve and maintain historic landmarks, this project would preserve the tower and keep its historical significance. St. Mark's Church is part of the Southborough Historical Commission project to add downtown Southborough to the State and National Register of Historic Places. The tower restoration project strictly falls under historic preservation and does not contain any religious depiction. This $300,000 request is for partial funding of total project costs of $565,000 with remainder raised by St. Mark's.*

ARTICLE 22: To see if the Town will vote to amend Section 9-24 "Qualification of elected and appointed officials" of the Town Code, by deleting the text in its entirety, and replacing with the following:

"All elected and appointed officials shall be qualified by the Town Clerk within 30 days of their election except where a different period is specified in the General Laws. If an appointed official is not qualified in this period, his/her appointment shall terminate, and the appointing authority shall be so notified by the Town Clerk."

; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Currently, elected and appointed officials have 15 days to be sworn in by the Town Clerk's office; this article will allow those officials additional time to be sworn in following their appointment or election. The current requirement of 15 days was found to be too limiting, as appointment dates often conflicted with the 4th of July holiday and summer vacations. The Board of Selectmen was having to reappoint certain positions multiple times due to the inability of individuals to be sworn in within the required timeframe.*

ARTICLE 23: To see if the Town will vote to adopt MGL c.90, Section 17C to allow the Board of Selectmen to reduce the statutory speed limit from 30MPH to 25MPH on any or all town-owned roadways in thickly settled or business district areas, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article provides the Selectmen with the authority to reduce speed limits on certain town-owned streets in the interest of public safety.*

ARTICLE 24: To see if the Town will vote to adopt MGL c.90, Section 18B to allow the Board of Selectmen to establish regulatory 20MPH safety zones on public streets within the Town of Southborough, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Not Support
Summary: *This article provides the Selectmen with the authority to establish safety zones on streets in the interest of public safety.*

ARTICLE 25: To see if the Town will vote to impose a .75% meals tax on the sales of restaurant meals by accepting Massachusetts General Laws, Chapter 64L, Section 2 (a), or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This article will require all local restaurants to charge an additional .75% in meals tax, which will come back to the Town as unallocated revenue through State Local Aid. Most other communities in our area have adopted this local option as well. The local meals tax has been identified as an additional revenue source to help alleviate increases to residential property taxes.*

ARTICLE 26: To see if the Town will vote to adopt as Chapter 9, Article IX Southborough Public Accessibility Committee, Sections 9.34 through 9.35 of the Town bylaws, the following:

Article IX Southborough Public Accessibility Committee

§9.34 Purpose

Numerous laws, statutes, policies and regulations require and/or encourage access to facilities, programs and services for all members of the public. These include, but are not limited to:

- The Americans with Disabilities Act of 1990 - 42 U.S.C. ch. 126 § 12101 et seq
- Regulations promulgated by the Massachusetts Architectural Access Board (521 CMR)
- The Voting Accessibility for the Elderly and Handicapped Act of 1984 - P.L. 98-435, 42 U.S.C. §§ 1973ee–1973ee-6
- The Individuals with Disabilities Education Act – 20 U.S.C. §§ 1400 et seq.
- The Rehabilitation Act of 1973 – USC 31-41c, 29 U.S.C. § 701 et seq
- The Architectural Barriers Act - 42 U.S.C. §§ 4151 et seq.
- Massachusetts Employment Law MGL ch 151B
- Massachusetts Public Accommodation Law - MGL ch 272
- Massachusetts Equal Rights Act - MGL Ch. 93 §§ 102
- Massachusetts Constitution Article CXIV (114)
- Massachusetts Service Animals Law – MGL Ch. 272 §§ 98A

Southborough supports a coordinated approach to monitoring and increasing public accessibility and ensuring compliance with local, state and federal requirements. In addition, it is desirable to encourage property owners to consider adopting optional policies that increase accessibility. As more fully described in the remainder of this Article IX, this article establishes a committee that will be responsible for developing and implementing this coordination. It will report on status and progress to the Board of Selectmen and the Town Meeting.

§9.34.A Establishment; Membership; Qualifications

There shall be a Southborough Public Accessibility Committee ("SPAC"), which shall consist of five voting members appointed by the Board of Selectmen, plus the non-voting, ex-officio members identified below. Any non-voting, ex-officio member shall not count toward the calculation of a quorum for the SPAC for voting purposes.

Each voting member shall be a registered voter in the Town and shall not be a Town officer (where a "Town officer" means a Town official who serves in an elected position) or a Town employee (where a "Town employee" is any person holding a non-elected, paid position in the Town other than a volunteer who is deemed a Special Municipal employee solely for the purposes of MGL Chapter 268A).

The Board of Selectmen shall designate a Public Accessibility Coordinator ("Coordinator"), in consultation with the SPAC. The Coordinator shall be responsible for accepting and recording concerns, coordinating reviews, and such other duties as may be assigned.

The Building Commissioner and Coordinator shall be ex-officio members of the SPAC.

§9.34.B Appointments; Terms
Voting members shall be appointed for two-year terms. The initial appointments shall be divided between one and two-year terms, so as to establish overlapping terms.

§9.34.C Organization
The voting SPAC members shall select annually, from among themselves by majority vote, a Chairman and a Secretary.

§9.34.D Funding

The SPAC shall have a budget, as may be approved through the Town's regular budget process, for consultants and other expenses. The SPAC shall submit its projected expenses annually as input to the Town's regular budget process. Any expenditures from the SPAC budget shall require a majority vote of the SPAC, and shall be subject to the Town's policies for such expenditures.

§9.35 Powers and Duties

The SPAC Powers and Duties include, but are not limited to, the following:

- To monitor and enhance the Town's compliance with all applicable laws, statutes, policies, and regulations that require (or encourage) access to facilities, programs and services for all members of the public.
- In coordination with Town officers, departments, and other government entities, to endeavor to ensure that all Town citizens have equal access to:
  - Town government offices and communications
  - Public and commercial buildings
  - Programs
  - Goods and services
  - Transportation
  - Telecommunications, including the internet
  - Recreational facilities and programs
- To review existing and proposed facilities, programs, and projects undertaken by the Town, and to notify the responsible official or entity of its comments. The SPAC may request that other Town officials, committees, departments, and/or entities provide input to these reviews.
- To undertake public outreach and advocacy for accessibility in the Town,
- To periodically, but no less than once per calendar year, report to the Board of Selectmen and the Town Meeting on its activities and findings.
- To provide a mechanism for the public and/or any Town employee to raise concerns about the accessibility of any Town facility, service or program.
- The SPAC (or its designee) shall maintain records of such concerns and their dispositions. To the extent permissible by law, the identities of persons raising such concerns shall be confidential, unless confidentiality is waived by such person.

, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *This article replaces the current ad-hoc Accessibility Compliance Committee with a standing committee. The existing committee was established to address the issues raised by the 1990 Americans with Disabilities Act, and was thought to be needed for a short time. In the time since, regulations in this area have increased and public demand for accessibility has increased. Since the need has persisted for several decades, a standing committee that is not limited to the ADA is the more appropriate construct.*

***ARTICLE 27**:* To see if the Town will accept the provisions of Chapter 41, Sec. 110A of the Massachusetts General Laws "Office hours on Saturday": "Any public office in any city or town may remain closed on any or all Saturdays as may be determined from time to time, in a city by the city council, subject to the provisions of the city charter, or, in a town, by vote of the town at a special or regular town meeting, and the provisions of section nine of chapter four shall apply in the case of such closing of any such office on any Saturday to the same extent as if such Saturday were a legal holiday."

;or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *Acceptance of this provision of the General Law would extend a voter registration deadline which occurs on a Saturday to the following Monday.*

***ARTICLE 31**:* To see if the Town of Southborough will vote to approve the Southborough Noise Bylaw proposal attached to this document, as amended, or do or act anything in relation thereto.

SOUTHBOROUGH NOISE BYLAW

1.1 **Declaration of Policy**

Whereas excessive sound can be a serious hazard to the public health and welfare and safety and the quality of life; and whereas a substantial body of science and technology exists by which excessive sound may be substantially abated; and whereas the citizens of Southborough have a right to and should be ensured an environment free from excessive sound that may jeopardize their health or welfare or safety or degrade the quality of life; now, therefore, it is the policy of the Town of Southborough (the "Town") to prevent excessive sound which may jeopardize the health and welfare or safety of its citizens and/or degrade the quality of life.

It shall be unlawful for any person to make, continue to make, permit or cause to be made or continued, any loud, excessive, unnecessary or unusually loud noise or any noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of reasonable persons of normal sensitivities. Furthermore, it shall be unlawful for any person who has custody and control of the premises to allow or permit another person to make, continue or permit to be made or continued any loud, excessive, unnecessary or unusually loud noise or any noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of reasonable persons of normal sensitivities within the limits of the Town of Southborough.

1.2 **Definitions**

Except as may be specified herein, acoustical terminology used throughout this Bylaw is that approved as American National Standard Acoustical Terminology [ANSI S1.1-1994] by the American National Standards Institute (ANSI). The following words, phrases and terms as used in this Bylaw shall have the meanings as indicated below:

A. BACKGROUND SOUND LEVEL shall mean the sound level associated with a given environment, being a composite of sounds from all sources excluding the alleged offensive noise, at the location and approximate time at which a comparison with the alleged offensive noise is to be made.

B. CONSTRUCTION shall mean those activities requiring a building permit, and shall also include any site preparation, cemetery burial and caretaking operations, seismic surveys grading, assembly, erection, substantial repair, alteration, or similar action, including demolition, for or of public or private rights-of-way, structures, utilities or similar property.

C. The abbreviation dBA shall mean the A-weighted sound pressure level expressed in decibels and referenced to 20 Micropascals. The abbreviation dBC shall mean the C-weighted sound pressure level expressed in decibels and referenced to 20 Micropascals.

D. EMERGENCY VEHICLE: shall mean any vehicle operated in an effort to protect, provide or restore public safety, including, but not limited to, ambulances, police vehicles and fire vehicles.

E. EMERGENCY WORK: shall mean any work performed in an effort to protect, provide or restore public safety, or work by private or public utilities when restoring utility service or any work performed for the purpose of preventing or alleviating the physical trauma or physical damage threatened or caused by an emergence – an occurrence or set of circumstances involving actual or imminent physical trauma or property damage.

F. ENFORCING PERSON: shall mean any police officer, building official or public health official of the Town or any other Town employee designated by the Town Manager for this purpose.

G. IMPACT DEVICE: shall mean a construction device in which or by which a hammer, meaning a moving mass of hard solid material, is mechanically by means of a working fluid or compressed air caused to repetitively impact upon and transmit kinetic energy to a tool. The tool may be included as a part of the device, as in the case of a moil on a paving breaker or the drill steel of a jackhammer, or it may be a mass to which the impact device is temporarily connected as in the case of a pile and pile driver. Examples of impact devices are pile drivers, paving breakers, power impact hammers, impact wrenches, riveters and stud drivers.

H. INTRUDING NOISE: shall mean the total sound level created, caused, maintained by, or originating from an alleged offensive source at a specified location while the alleged offensive source is in operation.

I. PERSON: shall mean a person, firm, association, co-partnership, joint venture, corporation or any entity recognized by applicable law, public or private in nature.

J. SOUND LEVEL: shall mean the instantaneous A-weighted sound pressure level, in decibels, (dBA) as measured with a sound level meter set to the "A" weighting scale, slow response. On the decibel scale a sound level increase of 10 means the sound is 10 times more intense or powerful.

Decibel levels of some common activities are listed below:

Sound Level - dB	Source
50 - 65	normal conversation
60 - 65	laughter
70	hair dryer, vacuum
V Increasing risk of hearing loss V	
80	garbage disposal
85 - 90	lawnmower
100	garbage truck
120	walk behind leaf blower
130	jet takeoff/landing
145	fireworks

K. SOUND LEVEL METER: shall mean an instrument meeting American National Standard Institute's (ANSI) Standard S1.4-1983 for Type 1 or Type 2 sound level meters or an instrument and the associated recording and analyzing equipment, which will provide equivalent data.

1.3 **Designated Noise Zones**
The properties hereinafter described are hereby assigned to the following noise zones:

NOISE ZONE I: All properties utilized as residential uses in accordance with the Town of Southborough Zoning Bylaws and the grounds of any school, hospital or similar health care institution, house of worship or library while the same is in use, and any Cemetery or Open Space.

NOISE ZONE II: All other property used in accordance with the Town's Zoning Bylaw.

1.4 **Exterior Noise Standards**
It shall be unlawful for any person at any location within the area of the Town to create any loud noise, or to allow the creation of any noise, on property owned, leased, occupied or otherwise controlled by such person, which causes the sound level when measured on complainant's property to exceed the greater of:

A. The maximum allowable exterior sound level outlined in Table I; or
B. Five dB over the background sound level.

Table 1. Maximum Allowable Exterior Sound Level		
Noise Level	Daytime level 7:00 AM to 10:00 PM	Nighttime level 10:00 PM to 7:00 AM
I	60 dBA	50 dBA
II	70 dBA	65 dBA

If the intruding noise source is continuous and cannot reasonably be discontinued or stopped for a time period whereby the background sound level can be determined, the measured sound level obtained while the source is in operation shall be compared directly to the maximum allowable exterior sound level outlined in Table I.

1.5 **Construction Noise Standards**
A. Noise associated with construction is permitted between 7:00 AM and 6:00 PM on weekdays and 9:00 AM and 5:00 PM Saturdays provided the sound level from:

1. Non-impact devices do not exceed 70 dBA as measured over a time interval of 1 minute with the sound meter set to slow located on any other property, but at least 50 feet from the construction activity;

2. Impact devices does not exceed 90 dBA as measured with a sound level meter set to slow response located on any other property, but at least 30 feet from the construction activity.

B. Between the hours of 6:00 PM and 7:00 AM on weekdays and Saturday, noise associated with construction, shall be limited by the standards of Section 1.4.

C. Construction activities shall not be allowed on Sundays or legal holidays.

1.6 **Maintenance Noise Standards**

A. Noise associated with maintenance is permitted between 7:00 AM and 6:00 PM on weekdays, 8:00 AM and 6:00 PM on Saturdays and between the hours of 9:00 AM and 6:00 PM on Sunday, provided the sound level does not exceed 70 dBA as measured with a sound level meter set to slow response on any other property, but at least 50 feet from the maintenance;

B. Between the hours of 6:00 PM and 7:00 AM on weekdays, 6:00 PM and 8:00 AM on Saturday and between the hours of 6:00 PM and 9:00 AM on Sunday or a legal holiday, noise associated with maintenance, shall be limited by the standards of Section 1.4.

1.7 **Commercial Trash Collection and Deliveries or Pick-up**

A. The operation of commercial trash compactors or collection of trash, rubbish, refuse or debris, which generates noise in excess of the criteria given in Section 1.4 at any point of public or common pass-by between the hours of 7:00 PM and 7:00 AM is prohibited.

B. Deliveries or pick-ups for commercial or business purposes between 10:00 PM and 6:00 AM are prohibited unless the noise level of such deliveries or pick-ups in nearby residential areas does not exceed the noise criteria listed in Section 1.4.

1.8 **Motor Vehicles or Motorcycles**

Motor vehicles or motorcycles operated on public ways in the Town of Southborough or in any place where the public has the right of access as invitees or licensees may not exceed a maximum sound level of 85 dBA. It is also in violation of the Bylaw to operate a motor vehicle or motorcycle without a sound-limiting device connected to the exhaust system. This prohibits so-called "straight pipe" exhaust systems. This section shall not include screeching sounds emitted from emergency braking. Measurement for the purposes of this Section shall be at a distance of 36 inches from the noise source.

1.9 **Special Provisions**

Noise associated with the following activities shall be exempted from the provisions of this Bylaw:

A. Emergency work or emergency vehicles.

B. The operation of any vehicular alarm provided it terminates within 15 minutes of the initially recorded complaint.

C. Occasional outdoor gatherings, public dances, shows, and sporting and entertainment events provided said events are conducted pursuant to a permit or license issued by the appropriate jurisdiction relative to the staging of said events.

D. The intermittent or occasional use, during the daytime, of homeowners' light residential outdoor equipment

E. Snow removal performed by snow blowers, snow throwers or snow plows when appropriately outfitted with a muffler.

F. Any activity to the extent regulation thereof has been preempted by Town, State or Federal Law or by agreement between Town, State or the Federal Government.

1.10 **Prima Facie Violations**

Any measured noise exceeding the sound level standards as specified in Sections 1.4 through 1.10 may be deemed by the enforcing person to be prima facie evidence of a violation of the provisions of this Bylaw.

1.11 **Penalties for Violations**

A. Violations under Article 1, in the discretion of the enforcing person, may be enforced by non-criminal disposition as provided in MGL Chapter 40, Section 21D.

B. The penalty for a violation under this Bylaw shall be $100 for a first offense, $250 for a second offense, $500 for a third offense, and for each succeeding offense each day or part thereof shall constitute a separate offense.

Proposed by: PETER LAPINE, et al.
Board of Selectmen Recommendation: Not Support
Advisory Committee Recommendation: At Town Meeting
Summary: *As the population of Southborough grows, it has transitioned from a rural community to one that is more suburban. People move to Southborough to enjoy its natural beauty and peaceful environment. With increased housing density, practices of earlier times increasingly encroach upon the tranquility of Town residents, resulting in conditions characterized as being out of balance. There is an ever-growing requirement to place limits on these practices – a rebalancing - so that everyone, business owners and homeowners alike, may prosper. This article, a Noise Bylaw, seeks to harmonize the needs of Town residents with those of local business owners.*

***ARTICLE 32**:* To see if the Town of Southborough will vote to pass a bylaw to reduce plastic waste

Section 1 Purpose and Intent

The production and use of single-use plastics such as polystyrene food packing and thin-film plastic checkout bags have significant impacts on the environment, including, but not limited to, contributing to the potential death of aquatic and land animals through ingestion and entanglement; contributing to pollution of the natural environment; creating a burden to solid waste collection and recycling facilities; clogging drainage systems; and requiring the use of millions of barrels of crude oil nationally for their manufacture. Additionally, polystyrene contains known carcinogens, and readily leaches into certain foodstuffs. Measurable levels of polystyrene are now found almost 100% of human fat samples.

The purpose of this bylaw is to preserve the Town's water, wildlife and natural resources—as well as to enhance the health of its citizens—by banning within the Town of Southborough two of the largest contributors of non-recyclable plastics to the environment—single-use polystyrene retail food packaging and single-use plastic checkout bags—while promoting the adoption of more environmentally friendly alternatives.

Section 2 Definitions

"Polystyrene food packaging" – means any holder of food or beverage made from polystyrene, either in solid or foam (Styrofoam) form, such as cups, plates, or take-out containers, as well all other single-use plastic products made to facilitate the consumption of foods, such as straws, lids and utensils made from polystyrene or other non-compostable plastic materials.

"Checkout bag" – means a carryout bag provided by a store to a customer at the point of sale. Checkout bags shall not include bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or checkout area of the store.

"Retail Store" – means any business facility that sells goods directly to the consumer whether for or not-for-profit, including, but not limited to, retail stores, restaurants, pharmacies, convenience and grocery stores, liquor stores, as well as seasonal and temporary businesses.

"Reusable checkout bag" – means a bag with handles that is specifically designed and manufactured for multiple reuse and is either polyester, polypropylene, cotton or other durable material, or durable plastic that is at least 4.0 mils in thickness.

"Thin-film single-use plastic bags" – are those bags typically with handles, constructed of high-density polyethylene (HDPE), low density polyethylene (LDPE), linear low density polyethylene (LLDPE), polyvinyl chloride (PVC), polyethylene terephthalate (PET), or polypropylene (other than woven and non -woven polypropylene fabric), if said film is less than 4.0 mils in thickness

"Recyclable paper bag" – means a paper bag that is 100 percent recyclable and contains at least 40% post–consumer recycled content, and displays the words "recyclable" and "made from 40% post-consumer recycled content" in a visible manner on the outside of the bag

Section 3 Use Regulations
(A) Polystyrene food packaging shall not be distributed, used, or sold by any retail store within the town of Southborough.

(B) Thin-film single-use plastic bags shall not be distributed, used, or sold for checkout or other purposes at any retail store within the Town of Southborough.

(C) If a retail store provides or sells checkout bags to customers, the bags must be one of the following (1) recyclable paper bags, or (2) reusable checkout bags. The retail store may charge for said bags.

(D) Thin-film plastic bags used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items and other similar merchandise, typically without handles, are still permissible.

(E) Violation of the By-Law to Reduce Plastic Waste: First offense – written warning; 2nd offense - $100 per offense; 3rd and subsequent offenses - $250 per offense.

Section 4 Effective Date

This bylaw shall take effect six (6) months following Town Meeting approval of the bylaw. Upon application of the owner or the owner's representative, the Board of Selectmen or their designee may exempt a retail store from the requirements of this section for a period of up to two (2) months upon a finding by the Board of Selectmen or their designee that (1) the requirements of this section would cause undue hardship; or (2) a retail store requires additional time in order to draw down an existing inventory of straws or checkout bags.

Section 5 Enforcement

Enforcement of this bylaw shall be the responsibility of the Board of Selectmen or their designee. The Board of Selectmen or their designee shall determine the monitoring process to be followed, which may be limited to responding to citizen reports, and incorporating the monitoring process into other town duties as appropriate. Any retail store distributing plastics in violation of this bylaw shall be subject to fines as described in Section 3 (E) above. Any such fines shall be paid to the Town of Southborough. No licenses shall be renewed for any establishment with outstanding violations under this section.

Section 6 Severability

If any provision of this bylaw is declared invalid or unenforceable the other provisions shall not be affected thereby.

; or to do or act anything in relation thereto.

Proposed by: MICHAEL WEISHAN, ET AL.
Board of Selectmen Recommendation: At Town Meeting
Advisory Committee Recommendation: At Town Meeting
Summary: *This proposed bylaw would make a marked contribution to the heath of both the citizens of Southborough and the overall environment by banning single-use plastic bags, Polystyrene cups, straws, utensils etc. at all retail establishments in Southborough.*

MOTION PASSED.

ARTICLE 5: To see if the Town will vote to accept the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

ENTITLED "THE SALARY ADMINISTRATION PLAN"
[revised at March 28, 2020 Annual Town Meeting]

This bylaw establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the bylaw and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, performed pursuant to a contract approved by the Town or encompassed in any officially recognized labor union and/or association. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A through G ("Classification Schedule") as set forth in Section 20 of this bylaw.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

SECTION 1. DEFINITIONS

As used in this bylaw, the following words and phrases shall have the following meanings:

"Administrative Authority" means the elected or appointed official or board having jurisdiction over a function or activity.

"Anniversary Date" means the date 180 days after (i) the first day of employment or (ii) the date of any promotion, whichever is later.

"Base Pay" means the compensation paid by the Town of Southborough for the purposes of determining retirement credits and contributions for Town employees.

The Town shall contribute funds as required for each eligible employees in accordance with the procedures and formula established by the Worcester Regional Retirement System and the bylaws of the Town of Southborough. Contributions shall include (i) wages earned during the first eight hours worked in any one day (no contributions shall be made for hours worked in excess of 40 per week,**)** (ii) any lump sum bonus that is guaranteed by the Salary Administration Plan or the Bylaws of the Town, (e.g., longevity pay); (iii) vacation pay, except when paid in lieu of taking vacation; (iv) sick pay; and (v) holiday pay.

"Class" means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position the same (i) descriptive title may be used, (ii) qualifications shall be required, (iii) tests of fitness may be used to choose qualified employees and (iv) scale of compensation can be equitably applied.

"Classification Schedule" means any of Schedules A, B, C, D, E, F and G of Section 20 hereof.

"Compensation Grade" means a range of salary/wage rates as may appear in the Classification Schedules.

"Continuous Full-Time Service" means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Continuous Employment" means full-time or part-time employment that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Department" means a functional unit of Town government.

"Department Head" means the person appointed and responsible to carry out the duties of a Department.

"Full-Time Employment" means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

"Group" means a group of classes as may appear in the Classification Schedules.

"Maximum Rate" means the highest compensation rate to which an Employee is entitled.

"Minimum Rate" means the lowest rate in a Range, and is normally the hiring rate of a new employee.

"On-Call Compensation" refers to additional money paid to an employee who is required to work when the need requires; oftentimes in an evening or weekend capacity.

"Part-Time Employment" means employment less than 20 hours per week.

"Position" means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time Employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

"Position Class" means the same as "Class" (note that a class may include only one position, in which event it is defined as a "single position class").

"Probationary Employee" means a first-time Town employee within his/her first six months of employment.

"Promotion" means a change from one position to another position in a higher class and/or compensation grade.

"Range" means the difference between minimum and maximum rates of an assigned grade.

"Rate" means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

"Salary Administration Plan" means the Personnel Bylaw *Entitled* "The Salary Administration Plan."

"Single Rate" means a rate for a specific position class that is not in a designated range.

SECTION 2. POSITION TITLES

No person shall be appointed, employed or paid in any position under any title other than those of the Classification Schedule for which the duties are actually performed. The position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

SECTION 3. NEW OR CHANGED POSITIONS

No new position shall be established, nor the duties of an existing position so changed that a new level or work demand exists, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall rate such new or changed position, and allocate it to its appropriate classification grade and establish the rate therefor.

SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan.

SECTION 5. JOB DESCRIPTIONS

The Personnel Board shall maintain written job descriptions of the position classes in the Classification Schedule, each consisting of a statement describing the essential nature of the work required of such classes. Each Department Head shall be required to retain current job descriptions and to submit any revisions to the Personnel Board (following any review by the Board of Selectmen or their designated appointee or the appropriate Commissioners or Trustees). The description for any class shall not be deemed to limit the duties or responsibilities of any position, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

SECTION 6. COMPENSATION

a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at 11:59 p.m. on the following second Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their weekly pay period, provided such extra hours were authorized by the Department Head.

c. The salary schedules set forth in Schedules A, B, C, D, E, F and G of Section 20 hereof reflect the maximum and minimum salaries for each grade.

d. The annual salary set forth in Schedule A represents a 40 hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated annual salary is pro-rated reflective of the posted salary schedule in Schedule A.

e. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

f. On-Call Compensation: Employees shall be eligible to earn a weekly stipend not to exceed $200.00 per week for on-call service if the department head has required them to work outside of their normal schedule. This need is likely to occur on an evening or weekend basis as the need requires. There is no provision to accrue compensation time in lieu of payment.

SECTION 7. SALARY ADJUSTMENT & COMPENSATION POLICIES

a. Every employee that is in Continuous Full-Time or Part-Time service of the Town, as computed from the date of their latest employment, shall be eligible annually for consideration of a salary increase, one year from the date of his/her latest increase. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one increase in any single twelve-month period until the maximum of the grade is obtained, and such increase shall be subject to the

recommendation of the Department Head, with the approval of the Board of Selectmen or their designated appointee in the case of departments within the jurisdiction of the Board of Selectmen, or the appropriate Commissioners or Trustees in the case of departments outside the jurisdiction of the Board of Selectmen.

Retroactive salary increases voted by the Personnel Board shall not be compensated beyond July 1 of that fiscal year, regardless of the funding mechanism.

An evaluation of the employee's performance, in a format approved by the Personnel Board, must accompany a request for an increase in the case of all employees in Full-Time Graded Positions under Schedule A. Evaluations of employees in Part-Time Hourly Graded Positions under Schedule C and Seasonal Personnel under Schedule F may require performance evaluations under Personnel Policy enacted hereunder. Upon receiving such documentation, the Personnel Board shall have final review and approval of all adjustments.

An employee may appear before the Personnel Board prior to its action on any request for an increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

b. Regular Part-Time employees shall be eligible for consideration for salary increases within their grade one year from the date of their last increase, absent exceptional circumstances as may be authorized by the Personnel Board.

c. Special and other Part-Time personnel for whose positions there is a single rate established in Schedule D shall not be eligible for adjustment.

d. Probationary Employees:

1. During the probationary period, benefit eligible employee(s) will earn vacation, sick and personal time in accordance with Section 11(b-d) hereof.

2. During the probationary period, paid leave accruals shall be based on the original hire date.

SECTION 8. TRANSFERS AND PROMOTIONS

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board. The employee may also receive at the time an increase, provided the maximum for the job is not exceeded, if the Department Head recommends that qualifications and performance warrant it and the Personnel Board approves. If the Department Head recommends that there should be a probationary period before the promotional increase [not to exceed the percentage increase voted for that fiscal year], then the Personnel Board may approve such a deferred promotional increase at the conclusion of the probationary period (which shall not exceed six months).

b. An employee transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

SECTION 9. NEW PERSONNEL HIRING; DEPARTURES

a. Pre-employment physical examinations will be required of newly-hired employees consistent with the Town's policies.

b. Probationary period: For new hires, the first six months of employment shall be a probationary period. The probationary period does not apply to Town employees who change positions within the Town. The probationary period is a time during which an employee will be evaluated to ensure that the employee has the requisite knowledge, skills, and abilities to perform the position (with or without reasonable accommodations). Completing the probationary period does not change the employee's relationship with the Town, which will remain one in which either the employee or the Town may terminate the relationship at will.

c. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board or Personnel Director. The Personnel Board is cognizant of the need to make timely decisions during the recruitment process, therefore, the Personnel Director is empowered to set starting salaries for new employees with comparable experience at a rate not exceeding the mid-point of the pay scale set forth in Schedules A and C of the Salary Administration Plan.

d. The Personnel Director or his/her delegatee shall notify the Personnel Board in writing of the hiring of all personnel and their hiring rates. The Personnel Director or his/her delegatee shall also notify the Personnel Board in writing of the departure of any employee.

SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual departmental budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made only in accordance with this Salary Administration Plan and with the approval of the Personnel Board. Degree bonus [Sec 11i(1)] funds shall also be budgeted in the departmental budget.

SECTION 11. EMPLOYEE BENEFITS

Employee benefits are a cost to the Town and a form of "indirect pay" to employees. The benefits listed below are not intended to supersede what State or Federal law may otherwise require.

All forms of paid leave set forth in the SAP may represent a 40 hour work week; in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated benefit shall be pro-rated reflective of the approved hours per week for that position.

a. Holidays with Pay

Each eligible Employee shall receive one day's pay at their regular rate for the following:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Day
	Day before or after Christmas Day (as set by the Town annually)

To be eligible for holiday pay, an Employee must work (or be duly excused from working) their regular scheduled days preceding and following the holiday. Employees who do not work 20 hours or more per week on a regular basis shall not be compensated for holidays.

Employees whose regular day off falls on a holiday may have one day off with pay within the ensuing thirty days in lieu of holiday pay, with the specific choice of day subject to Department Head approval**.** Furthermore, the day granted in lieu of holiday pay shall not cross fiscal years.

All administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

b. Vacations with Pay

(1) Regular Full-Time Employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:

Years of Employment	Hours Earned per month
0-5	6.666
6-10	10.0
11-15	13.333
16 or more	16.666

Employees hired prior to July 1, 2005, shall be eligible to earn twenty hours per month after serving twenty years of full time employment with the Town.

(2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position in another municipality or similar government agency will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of three weeks' vacation [pro-rated] for the first year of employment with the Town. Employees commencing employment with three weeks per year will be required to complete five years of service before ascending to the next band in the vacation schedule chart.

(3) Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year one year's worth of earned vacation. The employee must have the Department Head's approval to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscal year.

(4) If in the opinion of the Department Head there are unusual work-related circumstances that warrant it, a department head may seek approval from the Town Administrator or his/her delegatee to allow the employee to continue to work and receive vacation pay in lieu of taking vacation. Approval granted in this section may not exceed ten days per fiscal year.

(5) In the event of termination of employment other than for cause, the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time. Personal and sick leave shall not be compensated at termination.

(6) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

(1) All regular Full-Time Employees shall be entitled to accrue 10 sick hours per month, equaling 120 hours annually (15 sick days); employees working less than 40 hours in a weekly pay period will accrue ratably based on hours worked per week. Pay for each day of sick leave shall be at the regular rate.

Absences on account of sickness in excess of that authorized shall be charged to vacation or other available paid leave. Sick leave shall be payable only in cases of genuine illness, non-work connected accident, or work connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

(2) Unused sick leave may be accumulated without limitation for employees hired before July 1, 2007. Employees of the Town of Southborough hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement [or death] only, the Town will pay the employee twenty percent (20%) of the employee's then-accumulated sick leave.

(3) Employees who because of genuine illness or a non-work connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason, the period of time the employee was absent and whether there are any physical restrictions or required outpatient services the employee must adhere to in the workplace.

(4) Annually, an employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.

(5) Sick leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

d. Personal Days

Each employee shall be entitled to three personal days per year, to be granted annually on the anniversary of the employee's date of hire. New employees shall be granted three personal days which shall be pro-rated based on hours worked per pay period. Requests for personal days shall be approved by the Department Head. Personal days shall not accumulate from year to year.

e. Military Leave

(1) Reserve Duty: An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve-month period.

(2) Active Duty: Pursuant to Article 8 of the April 11, 2005 Annual Town Meeting, an employee in the federal military reserve or a state National Guard who is called to active service shall be entitled to their regular base salary and shall not lose any seniority or paid leave benefits while on military leave; *provided*, however, that such base pay shall be reduced by any amount received from the United States as pay or allowance for military service performed.

f. Jury Duty

Any employee who is called to jury duty shall be paid the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

g. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head:

(1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days' leave for the purpose of the funeral and services of the deceased. If out-of-state travel is required, the Town Administrator or his/her delegatee may authorize up to two additional days of travel time.

(2) Medical examination or inoculation required by the Town.

(3) Blood donation authorized by the Department Head.

(4) Attendance at professional and educational programs authorized by the Department Head.

h. Court Time Pay

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, then for any such appearance that is made outside of the employee's normal working hours the employee shall be entitled to overtime compensation for every hour or fraction thereof during which they appear (but in no event less than three hours of such overtime pay).

i. Employee Educational Support/Professional Development

(1) Degree Bonus: All Part-Time and Full-Time employees who, while an employee of the Town, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus subject to appropriation, according to the following schedule:

Associates Degree....$ 800.00
Bachelors Degree...$1,200.00
Masters Degree.....$1,500.00

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head and the Personnel Board, and shall be submitted as documentation for accounts payable.

(2) Tuition reimbursement: the Town may offer tuition reimbursement to eligible Full-Time and Part-Time employees as prescribed by Personnel Board policy enacted under this Bylaw.

j. Group Medical Insurance

Starting July 1, 2009, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-five percent [75%] of the cost of a Health Maintenance Organization plan.

SECTION 12. UNPAID LEAVES OF ABSENCE

a. A leave of absence without compensation may be granted by the Personnel Board.

b. Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

SECTION 13. TRANSITIONS BETWEEN FULL-TIME AND PART-TIME STATUS

a. A Part-Time employee shall be eligible for Full-Time status when the employee has worked 20 hours or more per week for a period of at least three consecutive months, subject to approval by the Department Head.

b. A Full-Time employee whose hours of employment total less than 20 hours per week for a period of more than three consecutive months shall thereafter be deemed a Part-Time employee.

SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

a. In the absence or retirement of a Department Head for three consecutive weeks, the Board of Selectmen or appropriate board or commission may appoint an "Acting" Department Head to serve for a period of not more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Board of Selectmen or other appropriate board or commission for each such extension. In no case shall an appointment of an "Acting" Department Head exceed one year.

b. Duly appointed "Acting" employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

SECTION 15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan. Said Board is to be appointed by the Town Moderator. The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation. For purposes of this section, Election Workers and Wardens shall not be considered "employees of the Town."

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds therefor.

SECTION 16. DUTIES OF THE PERSONNEL BOARD

a. The Personnel Board shall administer the Salary Administration Plan and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

b. The Town Administrator serves as the Town's Personnel Director under the Town Administrator Bylaw [Ch. 27, Art. IX]. As such, the Personnel Director is invested with personnel authority and responsibilities as set forth therein. From time to time, and as may be necessary, the Personnel Board will consult and/or act in concert with the Personnel Director or his/her delegatee on matters of joint responsibility and concern.

c. The Board shall meet annually in July and organize by the choice of a Chair and Clerk. The Board shall meet at least monthly, except when there is no business before the Board. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan.

d. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Personnel Director or his/her delegatee, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

e. The Personnel Board shall from time to time, but no less often than every federal Election Year, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different

compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting.

f. Not later than six (6) months prior to Annual Town Meeting, the Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information. Approval of the rate for any given employee is not guaranteed and is driven by the annual performance evaluation.

g. Matters of concern by SAP employees that are communicated in writing to the Chair of the Personnel Board will be scheduled on an agenda at the next available meeting providing all necessary and requested information has been submitted in time to be part of the meeting packet. In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

h. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan may be amended in the same manner that Town Bylaws may be amended. However, no amendment to the Plan shall be made until it has been presented by a signed petition to, and acted upon by, the Personnel Board. Upon receipt of such a written petition, the Board, after giving the petitioner(s), the Department Head(s) and the affected employee(s) at least two weeks' written notice, shall hold a hearing to consider the proposed amendment. If the Personnel Board approves of any proposed amendment, it shall bring it before the next available Special or Annual Town Meeting for its consideration. If the Personnel Board disapproves any proposed amendment or shall fail to act thereof within fifteen days after the hearing (which failure shall be deemed disapproval), the petitioner(s) may the present the petition to the next available Town Meeting for its consideration. The Board of its own motion, after a similar hearing and/or conference with parties interested, may propose an amendment to the Plan.

SECTION 19. SEVERABILITY PROVISION

In the event that any provision of this bylaw, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this bylaw.

SECTION 20: CLASSIFICATION SCHEDULE

SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

POSITION TITLE	PAY GRADE
DEPARTMENT HEADS & MANAGEMENT STAFF	
Superintendent of Public Works*	9
Finance Director/Treasurer-Collector*	
Assistant Town Administrator	8
Director of Facilities	
Library Director	
Building Commissioner	
IT Manager	
Police Lieutenant	
Town Accountant*	
Director, Council on Aging	
Principal Assessor*	
Conservation Agent	7
Director, Youth & Family Services	
Director of Recreation	
Town Planner	
SUPERVISORS & TECHNICAL STAFF	
Assistant Town Clerk	6
Assistant Director, Youth & Family Services	
Outreach Coordinator	
Assistant Library Director	
Police Business Administrator	
Program Manager, COA	
Business Administrator II	5
Children's Librarian	
Staff Engineer	
Executive Assistant to the Board of Selectmen	
Program Coordinator	
Deputy Assessor	
Business Administrator I	4
Maintenance Technician	
Assistant Treasurer/Collector	
Assistant Town Accountant	

ADMINISTRATIVE & SUPPORT STAFF	
Administrative Assistant	3
Administrative Assistant II	
Senior Library Assistant	
Library Assistant	2
Maintenance Mechanic	
Maintenance Custodian	1

*when not under contract

Rates for Full-Time Positions

Grade	Minimum	Midpoint	Maximum			
	Annual	Hourly	Annual	Hourly	Annual	Hourly
1	$38,504	$18.51	$44,307	$21.30	$50,111	$24.09
2	$41,392	$19.90	$47,601	$22.89	$53,810	$25.87
3	$44,496	$21.39	$51,171	$24.60	$57,846	$27.81
4	$49,505	$23.80	$58,169	$27.97	$66,833	$32.13
5	$53,219	$25.59	$62,531	$30.06	$71,844	$34.54
6	$57,210	$27.50	$67,221	$32.32	$77,233	$37.13
7	$68,757	$33.06	$82,509	$39.67	$96,260	$46.28
8	$80,790	$38.84	$96,948	$46.61	$113,106	$54.38
9	$94,927	$45.64	$113,913	$54.77	$132,899	$63.89

SCHEDULE B: *[RESERVED FOR FUTURE USE]*

SCHEDULE C: PART-TIME HOURLY GRADED POSITIONS

Election Worker 1
Library Page 1

Election Warden 2
Seasonal Laborer 2
Custodian 2
Library Technician 2

Library Associate 3
Administrative Assistant 3
Police Dispatcher 3

Technical Specialist 4
Business Assistant 4
Economic Development Coordinator 4

Electrician 5
Nurse 5
Public Health Director 5

Rates for Part-Time Positions

Grade	Minimum	Maximum		
	Hourly	Annual*	Hourly	Annual*
1	$11.23	$23,360	$14.29	$29,732
2	$12.25	$25,484	$17.36	$36,103
3	$18.38	$38,226	$25.53	$53,092
4	$22.46	$46,721	$31.65	$65,834
5	$28.59	$59,463	$42.88	$89,195

**This represents the annualized rate if a Part-Time employee worked a 40 hour week; however, under this Bylaw, Part-Time employees work 20 hours or less per week.*

Municipalities are subject to the federal minimum wage law, not the state law.

SCHEDULE D: FIRE DEPT POSITIONS (not covered by Collective Bargaining Agreement)

Grade	Proposed Pay Structure	Drills	Boxes	Signal 55
1	Firefighter (Entry Level)	0.00	0.00	0.00
2	Firefighter I Certified	18.00	16.00	16.00
3	Firefighter I/II Certified	19.00	17.00	17.00
4	Firefighter I Certified/Operator	20.00	18.00	18.00
5	Firefighter I/II Certified/Operator	21.00	19.00	19.00
6	EMT (Entry Level)	0.00	0.00	0.00
7	EMT	18.00	16.00	16.00
8	EMT-I	20.00	18.00	18.00
9	Firefighter I Certified/EMT	20.00	18.00	18.00
10	Firefighter I/II Certified/EMT	21.00	19.00	19.00
11	Firefighter I Certified/Operator/EMT	22.00	20.00	20.00
12	Firefighter I/II Certified/Operator/EMT	23.00	21.00	21.00
13	Lieutenant	24.00	22.00	22.00
14	Lieutenant/EMT	26.00	24.00	24.00

Details. On any occasion that the Fire Chief determines that public safety is at risk (fire watches, pyrotechnic displays, pyrotechnic blasting for construction, etc.) and calls for a detail consisting of a Firefighter or Firefighters [not covered by any other collective bargaining agreement] to stand-by during any of these situations to monitor for fire, explosion, or any other possible hazard, the person or persons assigned to the detail will be compensated in the following manner:
$50.00 per hour
$56.00 per hour/ for week-end or holiday

SCHEDULE E: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Cemetery Agent $8,000
Clerk, Board of Registrars $1,638.33
Emergency Management Coordinator $2,000
Energy Management Stipend $6,000
Registrar of Voters $205.66
Town Counsel (not including fees) $1,704.33
Tree Warden $4,000
Veterans' Agent and Director of Veterans' Services $15,000

SCHEDULE F: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

Assistant Instructor 3
Camp Counselor 1 1
Camp Counselor 2 2
Lifeguard 5
Coordinator 6
Instructor I. 6
Monitors 6
Program Driver 6
Assistant Supervisor 9
Supervisor 11
Instructor II 12
Master Instructor 13
Seasonal Nurse 13

Hourly Rates for Recreation Seasonal Personnel

Grade	Minimum	Midpoint	Maximum
1	Min wage*	Midpoint	$10.00
2	$8.34	$10.35	$12.35
3	$8.84	$10.91	$12.98
4	$9.26	$11.52	$13.78
5	$9.71	$12.10	$14.49
6	$10.25	$12.74	$15.22
7	$10.73	$13.34	$15.95
8	$11.26	$14.02	$16.77
9	$11.82	$14.72	$17.62
10	$12.54	$15.60	$18.66
11	$13.87	$19.44	$25.00
12	$21.00	$27.50	$34.00
13	$29.00	$35.00	$41.00

**Municipalities are subject to the federal minimum wage law, not the state law.*

SCHEDULE G: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS

Police Lieutenant:

..... In addition to all the benefits provided employees under the SAP, he/she would be eligible for some additional benefits as provided members of Mass COP Local 167, the police union collective bargaining agreement.

As a result, a separate policy is adopted by the Southborough Board of Selectmen and enforced by the Southborough Police Department subject to change in conjunction with future collective bargaining agreements.

**Increases in salary for long term employees will be considered case by case by Personnel Board.*

SCHEDULE H: LONGEVITY SCHEDULE: Full-Time Employees of Town of Southborough – Compensated annually at Anniversary Date

After 5 years $400
After 10 years $600
After 15 years $700
After 20 years $850
After 25 years $1,000
After 30 years $1,200
After 40 years $1,500

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The Personnel By-Law governs policies and pay structures for non-union employees.*

MOTION MADE: That the Town vote to approve Article 5 as printed on the warrant.

MOTION PASSED.

ARTICLE 6: To see if the Town will vote to rescind the authorized, but unissued debt of the Town originally appropriated for acquiring real estate from St. Mark's School of Southborough, Inc., and for the construction costs for a public safety facility, approved by a vote of Town Meeting under Article 1 on March 8, 2017, which borrowing authority is no longer required for the purposes for which it was originally approved; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *The Public Safety Building Committee completed the new Public Safety Facility, nearly on time and well under budget. As a result of their efforts, the total cost of the project, including land purchase, has been reduced from the original appropriation. As those funds have not been permanently borrowed yet, and are not needed to complete the project, the Town is seeking approval to rescind a portion of the borrowing authority approved by Town Meeting under Article 1 on March 8, 2017.*

MOTION MADE: That the Town votes to rescind the amount of $3,000,000 which represents authorized but unissued debt of the Town originally appropriated for acquiring real estate from St. Mark's School of Southborough, Inc. and the construction of a public safety facility, approved by a vote of Town Meeting under Article 1 on March 8, 2017, which borrowing authority is no longer required for the purposes for which it was originally approved.
MOTION PASSED.

ARTICLE 7: To see if the Town will vote to raise a sum of money as may be necessary for the Town's use for Fiscal Year 2021, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

MOTION MADE: That the Town vote to raise a sum of money not to exceed the sum of **$53,974,799** as may be necessary for the Town's use, and make appropriations of the same.

Transfer from the Cemetery Perpetual care		$	25,000
Transfer from Free Cash	1,878,069		
Transfer from Overlay Reserve	262,954		
Transfer from Fay PS Donation Account	14,670		
Transfer from Ambulance Fund, Receipts Reserved (Fund 23)	408,250		
Transfer from Septic Betterment Fund	52,547		
Transfer from Reserve SBAB Fund Balance	5,970		
Transfer from Water Enterprise Fund	160,847		
Transfer from Fund 2261 "911 Revolving"	40,000		
AND that the Balance of **$51,126,492** be raised and appropriated.			

MOTION PASSED.

The following budgets were initially held but not changed:
122 BOARD OF SELECTMEN
135 TOWN ACCOUNTANT
141 ASSESSORS
145 TREASURER/COLLECTOR
152 PERSONNEL BOARD
171 CONSERVATION COMMISSION
182 ECONOMIC DEVELOPMENT COMMITTEE
542 YOUTH COMMISSION
930 BUDGET CAPITAL

MOTION MADE: That the town vote to reduce budget 159 by $ 55,728 to a new total of $400,000
MOTION PASSED.

Budgets as voted are listed on the following pages.

The following budgets were initially held but not changed:
122 BOARD OF SELECTMEN
135 TOWN ACCOUNTANT
141 ASSESSORS
145 TREASURER/COLLECTOR
152 PERSONNEL BOARD
171 CONSERVATION COMMISSION
182 ECONOMIC DEVELOPMENT COMMITTEE
542 YOUTH COMMISSION
930 BUDGET CAPITAL

MOTION MADE: That the town vote to reduce budget 159 by $ 55,728 to a new total of $400,000
MOTION PASSED.

Budgets as voted are listed on the following pages.

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
114 MODERATOR						
51000-51990 Personal Services	50	50	50	50	50	
52000-58990 Other Charges and Expenses	25	0	25	25	25	
MODERATOR TOTAL	75	50	75	75	75	0.00%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
121 ELECTED BOARD OF SELECTMEN						
51000-51990 Personal Services	3,800	3,800	4,000	4,000	4,000	
ELECTED BOARD OF SELECTMEN TOTAL	3,800	3,800	4,000	4,000	4,000	0.00%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
122 BOARD OF SELECTMEN						
51000-51990 Personal Services	370,070	381,878	390,087	393,802	393,802	
52000-58990 Other Charges and Expenses	62,432	74,567	50,268	58,488	58,488	
BOARD OF SELECTMEN TOTAL	432,502	456,445	440,355	452,290	452,290	2.71%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
131 ADVISORY COMMITTEE						
52000-58990 Other Charges and Expenses	341	180	2,500	2,500	2,500	
ADVISORY COMMITTEE TOTAL	341	180	2,500	2,500	2,500	0.00%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
132 RESERVE FUND						
52000-58990 Other Charges and Expenses	150,000	152,853	180,000	180,000	180,000	
RESERVE FUND TOTAL	150,000	152,853	180,000	180,000	180,000	0.00%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
135 TOWN ACCOUNTANT						
51000-51990 Personal Services	128,230	143,345	157,963	168,755	168,755	
52000-58990 Other Charges and Expenses	2,439	3,473	2,265	1,880	1,880	
TOWN ACCOUNTANT TOTAL	130,669	146,818	160,228	170,635	170,635	6.50%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
136 AUDIT						
52000-58990 Other Charges and Expenses	32,500	26,000	34,450	28,010	28,010	
AUDIT TOTAL	32,500	26,000	34,450	28,010	28,010	-18.69%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
140 ELECTED BOARD OF ASSESSORS						
51000-51990 Personal Services	2,250	2,250	2,250	2,250	2,250	
ELECTED BOARD OF ASSESSORS TOTAL	2,250	2,250	2,250	2,250	2,250	0.00%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
141 ASSESSORS						
51000-51990 Personal Services	167,235	171,757	177,243	180,764	180,764	
52000-58990 Other Charges and Expenses	31,165	33,273	34,045	55,045	55,045	
ASSESSORS TOTAL	198,400	205,030	211,288	235,809	235,809	11.61%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS RECOMM*	Percent Inc./Decr.
145 TREASURER/COLLECTOR						
51000-51990 Personal Services	198,938	204,732	214,439	220,702	220,702	
52000-58990 Other Charges and Expenses	10,302	12,152	10,375	8,894	8,894	
TREASURER/COLLECTOR TOTAL	209,240	216,884	224,814	229,596	229,596	2.13%

**** Advisory Committee recommends reducing Personal Services by $23,180***

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
151 LEGAL						
52000-58990 Other Charges and Expenses	94,158	100,000	95,000	95,000	95,000	
LEGAL TOTAL	94,158	100,000	95,000	95,000	95,000	0.00%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
152 PERSONNEL BOARD						
51000-51990 Personal Services	2,000	1,369	5,000	5,000	5,000	
52000-58990 Other Charges and Expenses	21,160	7,397	11,435	16,700	16,700	
PERSONNEL BOARD TOTAL	23,160	8,766	16,435	21,700	21,700	32.04%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
153 SPECIAL LEGAL COUNSEL						
52000-58990 Other Charges and Expenses	89,492	54,688	50,000	50,000	50,000	
SPECIAL LEGAL COUNSEL TOTAL	89,492	54,688	50,000	50,000	50,000	0.00%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
154 MUNICIPAL TECNOLOGY COMMITTEE						
52000-58990 Other Charges and Expenses	0	0	1,000	1,000	1,000	
MUNI. TECHNOLOGY COMMITTEE TOTAL	0	0	1,000	1,000	1,000	0.00%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
155 TECHNOLOGY						
51000-51990 Personal Services	94,195	96,446	99,615	128,745	128,745	
52000-58990 Other Charges and Expenses	185,364	214,351	210,239	220,474	220,474	
MANAGEMENT INFORMATION SYSTEMS TOTAL	279,559	310,797	309,854	349,219	349,219	12.70%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
159 OTHER OPERATION SUPPORT						
52000-58990 Other Charges and Expenses	332,818	352,868	359,895	455,728	455,728	
OTHER OPERATION SUPPORT TOTAL	332,818	352,868	359,895	455,728	455,728	26.63%
Reduced by motion from $455,728 to $400,000.				***Approved budget $400,000***		

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
160 ELECTED TOWN CLERK						
51000-51990 Personal Services	66,674	83,064	85,141	87,695	87,695	
TOWN CLERK TOTAL	66,674	83,064	85,141	87,695	87,695	3.00%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
161 TOWN CLERK						
51000-51990 Personal Services	117,342	124,516	125,247	131,246	131,246	
52000-58990 Other Charges and Expenses	95,695	83,269	66,479	48,267	48,267	
TOWN CLERK TOTAL	213,037	207,785	191,726	179,513	179,513	-6.37%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
171 CONSERVATION COMMISSION						
51000-51990 Personal Services	56,395	55,115	68,866	70,252	70,252	
52000-58990 Other Charges and Expenses	9,639	13,886	21,125	31,235	31,235	
CONSERVATION COMMISSION TOTAL	66,034	69,001	89,991	101,487	101,487	12.77%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
175 PLANNING BOARD						
51000-51990 Personal Services	113,316	109,691	135,546	143,668	143,668	
52000-58990 Other Charges and Expenses	29,556	41,236	23,060	27,720	27,720	
PLANNING BOARD TOTAL	142,872	150,927	158,606	171,388	171,388	8.06%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
176 ZONING BOARD OF APPEALS						
51000-51990 Personal Services	44,838	27,426	25,550	22,854	22,854	
52000-58990 Other Charges and Expenses	454	5,601	3,400	3,200	3,200	
ZONING BOARD OF APPEALS TOTAL	45,292	33,027	28,950	26,054	26,054	-10.00%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
177 OPEN SPACE						
52000-58990 Other Charges and Expenses	1,500	1,500	2,000	2,000	2,000	
OPEN SPACE TOTAL	1,500	1,500	2,000	2,000	2,000	0.00%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS RECOMM*	Percent Inc./Decr.
182 ECONOMIC DEVELOPMENT COMMITTEE						
51000-51990 Personal Services	8,540	24,712	27,885	26,563	26,563	
52000-58990 Other Charges and Expenses	19,755	9,263	10,850	14,900	14,900	
ECONOMIC DEVELOPMENT COMMITTEE TOTAL	28,295	33,975	38,735	41,463	41,463	7.04%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE						
51000-51990 Personal Services	347,726	311,905	348,212	367,668	367,668	
52000-58990 Other Charges and Expenses	166,245	222,279	170,179	180,246	180,246	
PUBLIC BLDGS. & PROPERTY MAINT. TOTAL	513,971	534,184	518,391	547,914	547,914	5.70%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
193 PUBLIC ACCESSIBILITY COMMITTEE						
51000-51990 Personal Services	0	0	0	0	0	
52000-58990 Other Charges and Expenses	0	0	0	5,000	2,500	
PUBLIC BLDGS. & PROPERTY MAINT. TOTAL	0	0	0	5,000	2,500	100.00%

200-299 PUBLIC SAFETY

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
210 POLICE DEPARTMENT						
51000-51990 Personal Services	1,816,508	1,912,130	2,055,082	2,183,710	2,183,710	
52000-58990 Other Charges and Expenses	119,274	134,101	129,980	130,400	130,400	
POLICE DEPARTMENT TOTAL	1,935,782	2,046,231	2,185,062	2,314,110	2,314,110	5.91%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
220 FIRE DEPARTMENT						
51000-51990 Personal Services	1,905,704	1,941,336	2,020,937	2,093,259	2,093,259	
52000-58990 Other Charges and Expenses	187,857	210,404	187,176	213,650	213,650	
FIRE DEPARTMENT TOTAL	2,093,561	2,151,740	2,208,113	2,306,909	2,306,909	4.47%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
241 BUILDING DEPARTMENT						
51000-51990 Personal Services	121,418	114,742	120,228	149,584	149,584	
52000-58990 Other Charges and Expenses	8,226	39,200	10,775	7,245	7,245	
BUILDING DEPARTMENT TOTAL	129,644	153,942	131,003	157,009	157,009	19.85%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
291 CIVIL DEFENSE						
51000-51990 Personal Services	2,926	2,926	3,926	2,926	2,926	
52000-58990 Other Charges and Expenses	6,395	6,422	8,224	7,092	7,092	
CIVIL DEFENSE TOTAL	9,321	9,348	12,150	10,018	10,018	-17.55%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR						
52000-58990 Other Charges and Expenses	27,720	27,592	28,490	28,490	28,490	
ANIMAL CONTROL OFF. & ANIMAL INSP. TOTAL	27,720	27,592	28,490	28,490	28,490	0.00%

400-499 PUBLIC WORKS & FACILITIES

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
400, 420 DEPT. OF PUBLIC WORKS (Highway, Cemetery, Tree)						
51000-51990 Personal Services	901,522	916,585	985,396	1,000,555	1,000,555	
52000-58990 Other Charges and Expenses	1,308,742	1,330,150	1,287,950	1,389,820	1,389,820	
DEPT. OF PUBLIC WORKS TOTAL	2,210,264	2,246,735	2,273,346	2,390,375	2,390,375	5.15%

500-599 HUMAN SERVICES

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
510 ELECTED BOARD OF HEALTH						
51000-51990 Personal Services	150	0	450	450	450	
ELECTED BOARD OF HEALTH TOTAL	150	0	450	450	450	0.00%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
512 BOARD OF HEALTH						
51000-51990 Personal Services	104,297	106,820	109,605	112,887	112,887	
52000-58990 Other Charges and Expenses	55,148	54,262	55,817	57,830	57,830	
BOARD OF HEALTH TOTAL	159,445	161,082	165,422	170,717	170,717	3.20%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
541 COUNCIL ON AGING						
51000-51990 Personal Services	248,607	258,083	267,038	277,842	277,842	
52000-58990 Other Charges and Expenses	59,213	57,881	60,915	58,785	58,785	
COUNCIL ON AGING TOTAL	307,820	315,964	327,953	336,627	336,627	2.64%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS RECOMM*	Percent Inc./Decr.
542 YOUTH COMMISSION						
51000-51990 Personal Services	134,032	141,070	172,300	223,826	223,826	
52000-58990 Other Charges and Expenses	10,752	9,072	11,300	14,292	14,292	
YOUTH COMMISSION TOTAL	144,784	150,142	183,600	238,118	238,118	29.69%

**** Advisory Committee recommendation at Town Meeting***

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
543 VETERANS' SERVICES						
51000-51990 Personal Services	15,000	15,000	15,000	15,000	15,000	
52000-58990 Other Charges and Expenses	18,278	24,319	35,120	20,845	20,845	
VETERANS' SERVICES TOTAL	33,278	39,319	50,120	35,845	35,845	-28.48%

600-699 CULTURE & RECREATION

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
610 LIBRARY						
51000-51990 Personal Services	375,071	383,123	412,366	425,177	425,177	
52000-58990 Other Charges and Expenses	129,518	137,402	127,799	131,445	131,445	
LIBRARY TOTAL	504,589	520,525	540,165	556,622	556,622	3.05%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
630 RECREATION COMMISSION						
51000-51990 Personal Services	125,622	124,478	135,814	138,362	138,362	
52000-58990 Other Charges and Expenses	8,979	9,900	9,900	9,900	9,900	
RECREATION COMMISSION TOTAL	134,601	134,378	145,714	148,262	148,262	1.75%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
691 HISTORICAL COMMISSION						
52000-58990 Other Charges and Expenses	3,500	3,500	2,500	2,500	2,500	
HISTORICAL COMMISSION TOTAL	3,500	3,500	2,500	2,500	2,500	0.00%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
692 MEMORIAL DAY						
52000-58990 Other Charges and Expenses	3,050	2,432	3,150	3,000	3,000	
MEMORIAL DAY TOTAL	3,050	2,432	3,150	3,000	3,000	-4.76%

700-799 DEBT SERVICE

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
DEBT PRINCIPAL AND DEBT INTEREST						
0100-710-59100 Principal General Fund	2,507,043	2,602,060	2,397,976	2,352,547	2,352,547	
0100-751-59150 Interest General Fund	317,778	575,634	914,032	1,003,977	1,003,977	
DEBT PRINCIPAL AND DEBT INTEREST TOTAL	2,824,821	3,177,694	3,312,008	3,356,524	3,356,524	1.34%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
910 EMPLOYEE BENEFITS						
51700 Police/Fire Accident and Workers' Comp.	224,210	231,685	238,636	243,223	243,223	
51710 Unemployment Payments	1,740	4,350	25,000	29,578	29,578	
51720 Health Insurance	4,402,669	4,611,358	5,038,971	5,207,585	5,207,585	
51730 Retirement Fund	1,611,713	1,777,093	1,959,533	2,170,625	2,170,625	
51740 Life Insurance	4,840	5,669	5,110	5,297	5,297	
51750 Flexible Spending Account	7,056	7,551	6,912	7,440	7,440	
51770 Medicare	333,997	347,606	357,495	375,970	375,970	
51780 Dental Insurance	216,688	225,444	239,549	236,306	236,306	
51785 Medicare B Penalty	17,527	17,644	17,740	17,750	17,750	
59660 Transfer to OPEB Trust	250,000	250,000	250,000	250,000	250,000	
EMPLOYEE BENEFITS TOTAL	7,070,440	7,478,400	8,138,946	8,543,774	8,543,774	4.97%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
930 BUDGET CAPITAL						
POLICE: CRUISERS (2)			*97,528*			
LIBRARY: NEW ROOF (ENG & INSTALLATION)			*175,000*			
POLICE: TASER PROGRAM			*9,892*	*10,857*	*10,857*	
POLICE: CHIEF VEHICLE				*38,650*	*38,650*	
52000-58990 Other Charges and Expenses	70,211	324,343	282,420	49,507	49,507	
BUDGET CAPITAL TOTAL	70,211	324,343	282,420	49,507	49,507	-82.47%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
941 COURT JUDGMENTS						
57600 Court Judgments	217,999	220,659	225,000	225,000	225,000	
COURT JUDGMENTS TOTAL	217,999	220,659	225,000	225,000	225,000	0.00%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
945 LIABILITY INSURANCE						
52000-58990 Other Charges and Expenses	245,886	267,230	272,340	284,595	284,595	
LIABILITY INSURANCE TOTAL	245,886	267,230	272,340	284,595	284,595	4.50%

BUDGET NAME	FY 2018 ACTUAL	FY 2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
300 ELECTED SCHOOL COMMITTEE						
51000-51990 Personal Services	150	100	500	500	500	
ELECTED SCHOOL COMMITTEE TOTAL	150	100	500	500	500	0.00%

BUDGET NAME	FY 2018 ACTUAL	FY 2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
301 SOUTHBOROUGH SCHOOLS						
REGULAR DAY PROGRAMS						
Administration	589,899	618,461	642,676	689,509	689,509	
Instruction	10,527,116	10,810,917	11,310,744	11,465,585	11,465,585	
Other Student Services	789,631	825,698	826,273	834,340	834,340	
Operation and Maintenance Buildings	1,855,870	1,924,422	1,680,550	1,596,094	1,596,094	
Fixed Charges	3,879	3,827	4,100	4,100	4,100	
Contractual Obligation	0	0	0	0	0	
REGULAR DAY PROGRAMS TOTAL	13,766,395	14,183,325	14,464,343	14,589,628	14,589,628	
SPECIAL EDUCATION PROGRAMS						
Administration	18,163	6,075	18,500	18,000	18,000	
Instruction	4,590,421	4,765,718	4,886,531	4,898,567	4,898,567	
Other Student Services	451,445	487,917	578,500	445,000	445,000	
Operation and Maintenance Buildings	5,880	4,348	5,000	4,000	4,000	
Programs, Other Systems in Massachusetts	909,182	881,965	775,000	1,190,600	1,190,600	
Programs, Member of Collaborative	39,772	76,638	93,000	90,680	90,680	
SPECIAL EDUCATION TOTAL	6,014,863	6,222,661	6,356,531	6,646,847	6,646,847	
GRAND TOTAL OPERATING BUDGET	**19,781,258**	**20,405,986**	**20,820,874**	**21,236,475**	**21,236,475**	2.00%

BUDGET NAME	FY 2018 ACTUAL	FY 2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
302 ALGONQUIN REGIONAL HIGH SCHOOL						
REGULAR DAY PROGRAMS						
Administration	657,991	681,816	688,349	744,395	744,395	
Instruction	10,874,658	11,320,115	11,440,824	11,613,305	11,613,305	
Other Student Services	1,930,658	1,959,871	2,029,191	2,023,745	2,023,745	
Operation and Maintenance Buildings	1,615,313	1,700,449	1,736,088	1,768,150	1,768,150	
Fixed Charges	3,525,866	3,641,881	3,875,748	4,049,667	4,049,667	
New Equipment	110,116	153,603	26,000	16,500	16,500	
Tuition, Other Public Schools	460,816	319,030	290,000	240,000	240,000	
Contractual Obligation	0	0	0	0	0	
REGULAR DAY PROGRAMS TOTAL	19,175,418	19,776,765	20,086,200	20,455,762	20,455,762	

SPECIAL EDUCATION PROGRAMS						
Administration	21,107	46,389	16,800	17,300	17,300	
Instruction	2,158,008	2,326,097	2,504,494	2,794,608	2,794,608	
Other Student Services	234,956	212,631	253,780	259,280	259,280	
Operation and Maintenance Buildings	1,050	1,524	2,000	2,000	2,000	
Fixed Charges	1,636	1,636	1,595	1,595	1,595	
Programs, Other Systems in Massachusetts	494,861	459,185	840,979	424,279	424,279	
Programs, Member of Collaborative	60,452	46,525	69,600	177,256	177,256	
SPECIAL EDUCATION TOTAL	2,972,070	3,093,987	3,689,248	3,676,318	3,676,318	
GRAND TOTAL OPERATING BUDGET	**22,147,488**	**22,870,752**	**23,775,448**	**24,132,080**	**24,132,080**	1.5%

	NON EXEMPT	EXEMPT	TOTAL		BOS/ADV RECOMM	Percent Inc./Decr.
FY 2021 SOUTHBOROUGH ASSESSMENT	**7,766,842**	**410,021**	**7,766,842**			-3.55%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
304 ASSABET VALLEY REGIONAL TECH HIGH SCHOOL						
Southborough Operating Assessment	296,635	329,255	293,357	349,405	349,405	
Renovation Project - Capital Assessment	39,981	38,417	37,405	36,393	36,393	
SOUTHBOROUGH ASSESSMENT	336,616	367,672	330,762	385,798	385,798	16.64%

BUDGET NAME	FY 2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL						
Tuition/Transportation Assessment	0	0	0	44,634	44,634	
NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL	0	0	0	44,634	44,634	100.00%

Proposed by: BOARD OF SELECTMEN

Summary: *See budget report including Advisory Committee and Board of Selectmen's FY21 recommendations. If the Advisory Committee recommendation differs from that of the Board of Selectmen, it shall be noted in that departmental budget.*

ARTICLE 8: To see if the Town will vote to raise a sum of money as may be necessary for the Water Enterprise Fund's use for Fiscal Year 2021, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

BUDGET NAME	FY 2018 ACTUAL	FY 2019 ACTUAL	FY2020 BUDGET	FY2021 REQUEST	BOS RECOMM	Percent Inc./Decr.
450 DEPT. OF PUBLIC WORKS - WATER						
51000-51990 Personal Services	334,049	339,522	343,867	355,405	355,405	
52000-58990 Other Charges and Expenses	1,310,228	1,223,790	1,317,400	1,341,950	1,341,950	
59100 Principal Water Fund	290,000	290,000	318,233	340,000	340,000	
59150 Interest Water Fund	114,622	107,604	119,603	142,490	142,490	
59510 Indirect Costs	90,000	90,000	131,239	160,847	160,847	
DEPT. OF PUBLIC WORKS - WATER TOTAL	2,138,899	2,050,916	2,230,342	2,340,692	2,340,692	4.9%

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: At Town Meeting
Summary: *The Water budget is funded through an Enterprise Fund that is supported entirely through the water rates, which supports all aspects of the department's operation.*

MOTION MADE: That $2,179,845 be appropriated for the Water Enterprise Fund and that $160,847 be included in appropriations from the general fund for indirect costs and be allocated to the Water Enterprise Fund, and that $2,340,692 be raised as follows:
Transfer from water premium funds 4,424.00
FY21 Revenues: 2,336,268.00
MOTION PASSED.

ARTICLE 9: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

	DESCRIPTION	REQUEST	LEVY	OTHER FUNDS
A.	DPW – Transfer Station E&D for renovation	$ 35,000	$ 35,000	
B.	DPW – Large Truck & Equipment Body Work	$ 12,000	$ 12,000	
C.	DPW – Road Maintenance	$325,000	$325,000	
D.	Fire/Police – Repeater site for Radio System	$ 45,000	$ 45,000	
E.	Library – Replacement Boiler	$ 85,000	$ 85,000	
F.	Library – Energy Management System	$ 75,000	$ 75,000	
G.	ADA Title II Self-evaluation	$ 40,000	$ 40,000	

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary:
A. These funds will be used by the ad-hoc Capital Planning Committee for review, analysis, and public input on Transfer Station operations, and will lead to recommendations for future improvements to the layout, management, and traffic flow for that facility;
B. This annual funding addresses maintenance of various DPW capital equipment to extend the life of these assets. This year it will be used for body work (strip, prime, paint) on one 35,000GVW truck;
C. These funds are for public roadway, sidewalks and walkway maintenance, repair and construction throughout town. These are expended in conjunction with Chapter 90 roadway improvement funding from the Commonwealth;

D. These funds will be used to seek a new repeater site for the public safety radio system, which allows Police, Fire and DPW vehicles to communicate throughout Town. No funds will be spent prior to confirmation with the Town's communication consultants that any proposed upgrade to the radio system will improve the coverage of the existing system;

E. These funds will provide the necessary engineering related to and the replacement of the existing 30+ year old boiler and associated components at the Southborough Library;

F. These funds will provide the necessary engineering related to and the replacement of the existing building energy management system (EMS) and associated pneumatic components with a new EMS with Direct Digital Control (DDC) electronic components at the Southborough Library;

G. The Massachusetts Office of Disability (MOD) recently informed the Town that it is required to perform an accessibility review of its public buildings and facilities. The Town will be applying for a MOD grant to offset these costs. The results of the review, and any corresponding improvements, will be incorporated into the Town's capital plan.

MOTION MADE: That the Town vote to raise and appropriate the following:

- $35,000 for Capital Committee Study
- $325,000 for DPW road maintenance;
- $45,000 for a repeater site for Public Safety radio system;
- $85,000 for a replacement boiler at the Library;
- $75,000 for an energy management system at the Library;
- $40,000 for an ADA Title II self-evaluation
- $25,000 Cordaville Hall renovation-bathroom

And further to transfer from the Ambulance Fund, $17,000 for Lucas devices for ambulances.

MOTION PASSED.

ARTICLE 10: To see if the Town will appropriate a sum of money to pay costs of the equipment listed below, and for the payment of costs incidental or related thereto, and to determine whether this amount shall be raised by borrowing, transfer from available funds, or otherwise:

	DESCRIPTION	REQUEST	LEVY	WATER AND OTHER FUNDS
A.	Fire Pumper	$600,000	$600,000	

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary:
A. These funds will be used to replace a 2001 E-One Typhoon Pumper, which is at its useful lifespan for this type of vehicle (20 years). The normal procurement process, including the construction of the vehicle, is 12-15 months. Delivery of the new vehicle is anticipated in early FY2022.

MOTION MADE: That the Town appropriate $600,000 to pay costs of purchasing a fire truck and for the payment of all other costs incidental or related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to M.G.L. c. 44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. Any premiums received by the Town upon the sale of any bonds or notes issued pursuant to this vote, less any premium applied to the payment of costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

MOTION to indefinitely postpone the article failed.

MOTION MADE: To amend the article by adding the words "to have the Board of Selectmen formally request that St. Mark's, Fay School and NECC contribute to the capital cost of the new fire apparatus."

MOTION FAILED by counted vote: 53 in favor, 76 opposed.

MAIN MOTION PASSED by Moderator declared 2/3rds majority.

ARTICLE 14: To see if the Town will vote to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of the School Committee for replacement of the boiler at the Mary E. Finn Elementary School, 60 Richards Road, Southborough, which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program and for which the Town has applied for a school construction grant from the Massachusetts School Building Authority ("MSBA"). The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and if the MSBA's Board of Directors votes to invite the Town to collaborate with the MSBA on this proposed repair project, any project costs the Town incurs in excess of any grant that may be approved by and received from the MSBA shall be the sole responsibility of the Town, or do or act anything in relation thereto.

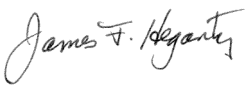
Proposed by: SCHOOL COMMITTEE
Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support
Summary: *This project would replace the school's 21-year-old heating system with new oil boilers, with an estimated efficiency of 85%. The project also includes providing the hardware to convert to natural gas if it becomes available in the future. This project is a partnership with the Massachusetts School Building Authority (MSBA) Accelerated Repair Project. The total cost of the project is estimated to be $990,180.00. The Town of Southborough's cost for the project is $624,903.00 and MSBA's contribution is $365,276, which reflects the Town of Southborough's MSBA reimbursement rate of 36.89%.*

MOTION MADE: That the Town vote to appropriate the amount of Nine Hundred and Ninety Thousand One Hundred and Eighty ($990,180) Dollars for the purpose of paying costs of replacement of the boiler at the Mary E. Finn Elementary School, 60 Richards Road, Southborough, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required edu-

cational program, and for which the Town has applied for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of the School Committee. To meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under M.G.L. Chapter 44, or pursuant to any other enabling authority. The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and if the MSBA's Board of Directors votes to invite the Town to collaborate with the MSBA on this proposed repair project, any project costs the Town incurs in excess of any grant that may be approved by and received from the MSBA shall be the sole responsibility of the Town; and that, if invited to collaborate with the MSBA on the proposed repair project, the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town and the MSBA. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

MOTION PASSED by Moderator declared 2/3 majority.
MOTION TO DISSOLVE THE 2020 ANNUAL TOWN MEETING AT 4:31 PM PASSED.

True Copy
Attest:



_____
James F. Hegarty, Town Clerk

Southborough School Committee

The current members are:

Roger W. Challen, Chairperson	Jessica A. Devine, Vice Chairperson	
Jennifer M. Primack, Secretary	Keturah Martin	Kamali A. O'Meally

School Administration

Gregory L. Martineau, *B.S., M.A.*	Superintendent of Schools
Stefanie K. Reinhorn, *A.B., M.A.T., Ed.D*	Assistant Superintendent of Schools
Marie B. Alan, *B.S., M.A.*	Director of Student Support Services
Julie G. Doyle, *B.S., M.Ed.*	Director of Institutional Technology and Digital Learning
Mary Ellen Duggan, *M.Ed., B.S.N, R.N., N.C.S.N.*	District Wellness Coordinator
Jennifer M. Henry *B.S., M.Ed., B.C.B.A., L.A.B.A.*	Early Childhood Administrator
Keith T. Lavoie, B.A., M.A., MEDL	Director of Opeations
Deborah Q. Lemieux, *B.S., M.S.Ed.*, *Ed.S.*	Assistant Director of Student Support Services
Erica J. Matthew, *B.S., M.S., M.Ed.*	Assistant Director of Student Support Services
Rebecca J. Pellegrino, *B.A., M.B.A.*	Director of Finance and Operations
Heather A. Richards, *B.A., M.B.A., J.D.*	Director of Human Resources
Rhoda Webb, B.A., M.A.	Director of English Learners and Equity

Nancy A. Bissett	Administrative Assistant to Assistant Superintendent
Sandra J. Burgess	Administrative Assistant to Student Support Services Department
Thomas-James Carron	Assistant District Technology Manager
Elaine E. Chisholm	Personnel and Communications Coordinator
Elena Dako	Financial Coordinator – Northborough
Pamela E. Hite	Financial Coordinator – Southborough
Michelle E. LeMay	Financial Coordinator – Algonquin
Cheryl M. Lepore	Executive Administrator
Andrew F. Mariotti	District Technology Manager
Kyle D. Parson	Northborough and Southborough Manager of Food Services
Jean M. Pinto	Transportation and Registration Assistant
Pamela J. Roberts	Receptionist
Nena H. Wall	Human Resources Administrator
Caroline Willard	Finance and Operations Administrator
Loraine T. Wolfrey	Data Specialist

Business Office: 53 Parkerville Road, Southborough MA 01772

Office Hours: 8:00am—4:30pm ***Telephone: (508) 486-5115*** ***Fax: (508) 486-5123***

Superintendent's Report

The Public Schools of Southborough provides an exceptional educational experience for all students, focusing on meeting the needs of all learners. Students continue to achieve at high levels and perform well on state and local assessments. The Public Schools of Southborough continues to be one of the highest performing districts across the Commonwealth. The District's work cornerstones are articulated in its Strategic Plan *Vision 2026: Educate, Inspire, Challenge* that emphasizes growth and achievement for students and staff in the areas of five strategic objectives. These identified areas are embedded in specific programming, curriculum, and offerings appropriate for each grade level. School Improvement Plans are developed in a purposeful collaborative way and actualize the Strategic Plan focus areas to support the students and staff at each grade level. The purposes are to engage in a continuous renewal of excellence and seek researched-based and innovative practices. The District is proud of its students' accomplishments, outstanding educators and leaders, and the community's commitment to the District's shared mission and vision. The Public Schools of Southborough is a great place to be a student, educator, school leader, and school community member; there is a lot to celebrate.

The Public Schools of Southborough works collaboratively with the Town to ensure that it provides a fiscally responsible budget and educationally sound educational program. The District appreciates the opportunity to remain an active participant and partner of the Southborough community.

THE PUBLIC SCHOOLS OF SOUTHBOROUGH - 2020 HIGHLIGHTS

The following highlights provide a snapshot of the activities and events that support teaching and learning throughout Southborough's Public Schools. On behalf of the District, I extend a thank you to our parent community and organizations: the Southborough Education Foundation (SEF); Southborough Organization for Schools (SOS); Corridor Nine Area Chamber of Commerce; as well as the citizens of Southborough for investing and advocating in education for all. Education is at the heart of any community and provides for its future.

The Public Schools of Southborough believes in exploring and providing the most efficient and thorough means of communication through surveys, open houses, weekly communications, and school and district-sponsored events. Each school places a high degree of importance on building social competence and responsibility to support others in need. Our schools engage in various activities that support the District's vision, mission, and core values.

Teachers embed teaching and learning through curriculum development, instruction, and alignment to the Massachusetts State Standards. All schools are in the process of implementing the newly adopted History and Social Science Curriculum Frameworks. Literacy across the content areas continues to remain a fundamental element of all teaching and learning levels. The District's partnership with Southborough safety officials continues to be healthy and helps the District maintain a safe environment for students through our Safe School Readiness drills.

Each school has much to celebrate and share. Here are a few highlights from each of the District's schools:

P. Brent Trottier Middle School (Grades 6-8):

School Structure and Programming

As a result of our educational demands during the pandemic, Trottier Middle School has had to adjust its approaches to learning, schedules, and programming to ensure staff and students' health and safety while maintaining a robust academic environment. The Trottier Reopening Task Force, which met regularly throughout the spring and summer, crafted and designed an operational system in the building that outlined clear procedures and protocols for classroom instruction, hallway passage, mask breaks, exchange of materials, and access to outside learning spaces.

Trottier has developed three different teaching and learning models and continues with the remote Monday format for all students where they are educated from home. This is an opportunity for all Trottier students regardless of learning model (Hybrid or Stand Alone Remote Program [SARP]) to learn together. The Hybrid was designed with cohorts coming in on A and B days. Also, fifty students are participating in the SARP. Trottier teachers have expanded their professional practices through the use of technology for the benefit of students. There are Trottier teachers who are streaming students into the classroom while teaching with students in-person simultaneously. This effort has been extraordinary and has allowed SARP students to have ongoing and meaningful connections with their peers and Trottier faculty. Lastly, higher-risk students have been identified and attend school in-person for four days.

Parent and Family Communication and Involvement

As a result of the pandemic and the shift to remote practices, Trottier's capacity to keep families and community members informed has evolved. For example, virtual parent coffees have been well attended due to the flexibility they have provided families. Parents no longer need to leave work to attend these on-site meetings. Rather they can take 30 minutes out of their typical workday to attend these meetings via Zoom. Trottier has tried to ensure that these "coffees" are a means for input for families and a two-way communication platform. Parents are provided an opportunity to ask questions that are relevant to their child's learning experience.

The CANVAS student information system has been the hub for Trottier's remote learning work. Students can view videos, screencasts, participate in discussion boards, submit work, receive feedback, and complete assessments through this platform. Also, the grade book feature provides students and families ongoing and current updates on student performance.

There have been two "firsts" this year. The Trottier faculty developed a virtual Curriculum Night to highlight the year's goals, content standards, and assessment work. In addition, it conducted its first virtual Parent-Teacher Conferences. The feedback from parents and teachers alike has been overwhelmingly positive. This flexibility allowed parents to meet and not have to leave busy work schedules yet still have meaningful conversations with teachers. As a result, Trottier will examine if and how we could use these remote approaches in the future.

Community feedback is always critical to our progress. The District is working to survey parents to gain insights into academic programming in such a complicated environment. Lastly, the Trottier Leadership Team developed student surveys for both Hybrid and SARP students. These surveys explored student opinions on health and safety measures, remote learning, asynchronous learning days, in-person days, and student-adult connections. This data will be used to shape Trottier's work in the future.

Professional Development and Learning

In preparation for the school year, the District organized 10-days of professional development to prepare for a unique and challenging learning environment. The core of the work included both physical and mental health and safety, highlighted by a presentation by Dr. Wilkins on "Taking Care of Yourself."

Trottier has committed to building a culturally responsive pedagogy and environment that promotes equitable access to all learners. The District has led this effort through the development of the Coalition for Equity. Many faculty members engaged in this work at the building level by participating in individual professional growth opportunities and book group participation. There was a wide range of professional development centered on not only technological tools but pedagogy as well. Staff was fortunate to meet with Greg Kulowiec, an expert in online and remote learning during these days. Trottier staff had subsequent training with Greg to build student collaboration in a remote learning environment. A byproduct of this work has been developing the Trottier Professional Learning Committee dedicated to building technology tools and approaches for its Stand Alone Remote Program.

Lastly, a driver of Trottier's work is providing time for staff to collaborate and work with one another in Professional Learning Communities. This ongoing collaboration has been a critical piece of our staff's professional growth. For example, specials teachers were given time to plan and coordinate with their K-12 colleagues. There has been significant time dedicated to helping teachers prepare for a new learning environment and to collaborate within teams and departments at the building-based level.

School Culture and Climate

Trottier set out three overarching goals for the year: health and safety, teaching and learning, and school culture. Although a new environment, Trottier staff continues to work tirelessly to maintain the traditions and approaches students have learned to enjoy over the years. At the outset of the year, two welcome back orientations were conducted for Trottier students; one virtually for all students with a whole class assembly. Additionally, Trottier hosted a welcome back session that mirrored its traditional First Two Days programming. Simultaneously, a virtual meeting for SARP students was hosted. Student voice always has been and continues to be incredibly critical to Trottier's program development. The Trottier Leadership Team developed a survey to gain perspective on the student experience.

Margaret A. Neary Elementary School (Grades 4-5):

.Community Partnership

As part of Neary's Kindness Initiative, Neary continued its partnership with The Southborough Senior Center. Neary is creative in identifying virtual opportunities to connect students with seniors. For example, Neary will be sharing virtual concert links, inviting senior guest readers into its classrooms, and creating cards to share virtually during celebrations.

Community Service Project:

-Food Pantry-monthly collections & Friday Farewell Presentation
-Southborough Youth and Family Christmas gifts
-Peer Mentoring & Peer Pals Program

SOS: Recess Reimagined

Encouraging imagination, movement, and active play is critical to a child's physical, emotional, and cognitive development. "Play" is a way to develop essential skills and strengths, build relationships, and positive social interaction among students. The Neary SOS has put together both an indoor and outdoor recess bin for each classroom cohort to minimize the sharing of materials while maximizing students' choices. Denise Johnson, Neary Art Teacher, has worked closely with Neary's SOS parents to create indoor recess projects for individual use. Thanks to parents' generosity for purchasing foam noodles, classrooms are also engaging in movement breaks, including Cardio Drumming, which combines creativity and fitness in a fun and safe environment. This kind gesture and generous support have positively impacted students during this shift in how they interact with each other during this unprecedented time.

Awarded Grants

SEF: Understanding Differences/Disability Awareness Project: Understanding Differences / Disability Awareness (Finn, Woodward, Neary, and Trottier Schools): Northborough Southborough Special Education Parent Advisory Council (NSPAC) in conjunction with the Southborough school libraries will update and enhance the current collection of books about specific disabilities or with strong characters who have specific disabilities. Librarian, Lisa Wagoner, was able to select developmentally appropriate literature for the Neary library, which will promote conversation and discussion as students continue to learn how to interact, live, and work with one another no matter the differences.

Albert S. Woodward Memorial School (Grades 2-3)

Community Engagement and Family Partnerships

In partnership with Southborough Youth and Family Services, the Woodward faculty and staff collectively donated over $1,600 in gift cards to Southborough families in need. When faced with adversity, the Woodward and larger Southborough community instinctually come together to support one another. The Woodward School continues to hold monthly food and supply collections to support the Southborough Food Pantry.

Social-Emotional Learning and Character Education

Albert S. Woodward Memorial School's Compassion, Acceptance, and Respect for Everyone (CARE) themes provide students with opportunities to think about, discuss, and model a positive character trait throughout the month. While Woodward's traditional assemblies were not possible this year, it has found creative ways to celebrate a shared experience and positive message for the school. Woodward's virtual CARE assemblies are shared with students each month, including discussions, read aloud, interactive songs, and student modeling. A benefit to virtual and recorded CARE assemblies is that Woodward students could share the positive message of character education with their families and loved ones at home.

Professional Learning and Staff Development

For students to receive the highest level of education, we must invest in educators and provide them with the tools and training necessary to succeed in this atypical year. To that end, Woodward and District staff participated in a two-week professional development series to begin the 2020-2021 school year. The staff took part in system-wide Keynote addresses, attended webinars led by educational consultants, and self-selected workshops that would ensure their success this year. The staff also continues to receive training on many topics, including culturally responsive practices in schools. Dr. Sarah Fiarman most recently led this work. Dr. Fiarman has written and consulted about school leadership, unconscious

racial bias, and system-level improvement, including the book, *Unconscious Bias in Schools*: *A Developmental Approach to Exploring Race and Racism* (co-authored with Tracey Benson). In addition to writing, Dr. Fiarman consults with schools, districts, and nonprofits to build learning communities where every child and adult can thrive. The staff has also received ongoing training from Greg Kulowiec from EdTechteacher.org. Mr. Kulowiec guided staff in a virtual training on designing multi-day digital workspaces with Google Suite and Slides. This work is connected to the Northborough-Southborough Portrait of a Graduate, a guiding force in creating the District's Strategic Plan.

Mary E. Finn Elementary School (Grades PreK-1)

School Structure and Programming

In response to the pandemic, Finn adjusted its programming and structure to accommodate the safety protocols required in the school. In the preschool program, Finn restructured its five preschool classrooms to create eight smaller learning pods. This has allowed Finn to deliver full in-person instruction to students while maximizing the safety and health protocols to mitigate potential risk factors from the pandemic. Also, two Grade 1 staff members (one Grade 1 teacher and one educational support professional) and one kindergarten teacher taught students in an online, virtual format. Finn's preschool program is now offering limited remote sessions.

Parent, Family, and Community Communication and Involvement

Parents and families have always been an integral part of all that we do at the Finn School. More than any year prior, this year has been extraordinary in what Finn has asked of its students' parents and families. With the acceptance and implementation of the Hybrid learning model, parents and families have had to become educational facilitators of their child's learning on the days that students are at-home, not in-person (at-school), to assist them in logging on for online and virtual work.

Finn also had to think creatively about some of the more traditional aspects of school opening. Finn's Annual Student/Family Open House, which traditionally was a whole family event, was limited to just students and scheduled by cohort. Even so, this new open house structure for Finn's students helped lower student and family anxiety before the start of school.

Professional Development

The Finn staff has continued with ongoing professional development, starting with the Finn School's Reopening Committee. The Reopening Committee was established in late Spring of 2020 and worked over the summer, looking at what revisions to school (physical and programmatic) needed to be put in place to reopen safely for students and staff. This work was done with support and alignment with the District's Reopening Committee.

Finn continues its work in the area of Social-Emotional Learning, SEL. Last year as part of Finn's School Improvement Plan, Finn established an SEL Leadership Committee, whose work was to inventory the many different SEL initiatives Finn has taken on over the years, assess their effectiveness, survey staff, and make recommendations for SEL programming. An area of ongoing focus for staff is assisting students in the development of their self-regulatory skills. Finn's SEL Committee is interested in broadening the work completed to the district level. The SEL competency and skills developed at the preschool, kindergarten, and Grade 1 level set the foundation for all future learning. The Finn preschool program has also implemented a new research-based, early childhood SEL curriculum (Al's Pals) within all classrooms to support further the student's development of emotional resilience and social competence skills.

School Culture and Climate

Finn has always taken pride in establishing caring, nurturing, supportive relationships with every one of our students. With students being out of school for such a significant amount of time, work in developing and maintaining a student-centered, positive school environment has been more vital than ever. The Finn staff followed CASEL's "Roadmap to Support the Return to School" with equity-focused Social Emotional Learning, SEL strategies centered on building trusting and supportive relationships. CASEL's Roadmap program outlined critical strategies and practices that foster competencies within learning environments that students and adults need to reunite, renew, and thrive during this pandemic. Finn also started the school year with a consistent message to families and students that school is safe. And educating our students in the ways they can keep themselves and others safe while still enjoying many of the fun and enjoyable aspects school offers.

Southborough Public Schools - GRANTS

The following is a summary of federal and state grants received by The Public Schools of Southborough. We also appreciate grants provided through the SOS, SEF, Corridor Nine Area Chamber of Commerce, and private organizations. Our administrators and teachers actively engage in grant writing and continually seek funding to support new activities and programming.

Title I Entitlement Grant - $42,411 (Federal funding)
Title I provides funding for interventions that benefit underachieving students by helping students meet state performance standards. Southborough has been fortunate that several innovative reading and mathematics initiatives have been funded through Title I for their students. Title I funding is distributed based on a federal formula. Students receive assistance strictly based on academic criteria.

Title II Part A - Improving Educator Quality - $20,117 (Federal funding)
This grant provides funds for high-quality professional development, including consultant fees, leadership training opportunities, coverage for teachers participating in mandated training, and stipends for summer curriculum projects. The grant also supports professional development for improved instruction for English Language Learners.

Title III English Language Acquisition - $7,990 Consolidated Grant (Federal funding)
The purpose of this consolidated grant, shared by the Northborough, Southborough, and Northborough-Southborough Regional School Districts, is to offer supplemental services to children whose first language is not English. Funds are used to provide these children with the assistance needed to perform challenging academic work at proficient levels.

Title IV Part A - Student Support and Academic Enrichment - $10,000 Consolidated Grant (Federal funding)
Title IV Part A of the federal Elementary and Secondary Education Act provides The Public Schools of Southborough with funds to build capacity and ensure that all students have access to a high-quality educational experience. The priorities of Title IV are to support: well-rounded educational opportunities, safe and healthy students, and effective use of technology.

Early Childhood Special Education Allocation - $14,702 Consolidated Grant (State funding)
This consolidated grant, shared with The Public Schools of Northborough, guarantees that young children with disabilities are placed in high-quality inclusive programs that meet the least restrictive learning environment's federal and state requirements. The funds pay for part of the preschool integrated programs' cost, emphasizing services for medically fragile children.

Federal Special Education Entitlement - $361,051
This annual federal entitlement grant is allocated to ensure that students with disabilities receive free and appropriate education through special education and related services. The District utilizes these funds to defray some of the costs involved in meeting students' complex, individual learning needs. Several special education positions are funded through this grant and training and consultation for classroom teachers, special education teachers, and therapists.

Southborough Public Schools

Enrollment by Grades—October 1, 2020

School	Pre-K	K	1	2	3	4	5	6	7	8	***Total***
Finn	87	104	143								**334**
Woodward				120	134						**254**
Neary						123	129				**252**
Trottier								132	123	127	**382**
Total	87	104	143	120	134	123	129	132	123	127	**1,222**

Town of Southborough Schools Financial Statement

Fiscal Year 2020: July 1, 2019-June 30, 2020

APPROPRIATION:		
Regular Education	$	14,464,343
Special Education	$	6,356,531
Total Beginning Appropriation	$	20,820,874
Total Appropriation	**$**	**20,820,874**
EXPENDITURES:		
REGULAR DAY PROGRAMS		
ADMINISTRATION:		
School Committee	$	7,092
Superintendent's Office	$	104,049
Administrative Support Services	$	550,019
Total Administration	**$**	**661,160**
INSTRUCTION:		
Supervision	$	61,082
Principals' Offices	$	977,746
Teaching (includes Salaries, Supplies and Materials)	$	9,059,646
Professional Development	$	93,108
Textbooks & Instructional Equip	$	445,475
Library Services	$	301,506
Guidance Services	$	258,754
Total Instruction	**$**	**11,197,316**
OTHER SCHOOL SERVICES:		
Attendance Services	$	4,477
Health Services	$	381,073
Pupil Transportation	$	315,664
Cafeteria Services	$	106,404
After School Activities	$	17,231
Student Body Activities	$	16,702
Total Other School Services	**$**	**841,549**
OPERATION OF PLANTS:		
Custodial Services (Salaries & Supplies)	$	725,301
Heating	$	140,751
Electricity	$	238,867
Telephones	$	37,568
Water	$	10,166
Technology Telecommunications	$	51,976
Total Operation of Plants	**$**	**1,204,629**
MAINTENANCE:		
Grounds	$	14,730
Buildings	$	225,860
Equipment	$	125,433
Technology Maintenance	$	21,511
Total Maintenance	**$**	**387,534**
BUILDING & EQUIPMENT:		
Lease	$	1,740
New Equip Over $5,000	$	-
Cafeteria Equipment	$	-
	$	**1,740**
TOTAL EXPENDITURES, REGULAR DAY PROGRAMS	**$**	**14,293,929**

SPECIAL EDUCATION PROGRAMS		
Legal Services	$	3,582
Supervision	$	169,246
Teaching (Salaries & Supplies)	$	4,371,610
Professional Development	$	1,810
Psychological Services	$	435,915
Health Services	$	28,044
Transportation	$	345,176
Equipment Maintenance	$	3,504
Programs - Other Schools in Massachusetts	$	839,918
Payments to Collaboratives	$	228,547
TOTAL EXPENDITURES, SPECIAL EDUCATION	**$**	**6,427,353**
TOTAL EXPENDITURES	**$**	**20,721,282**
	$	**99,592**
BALANCE RETURNED TO GENERAL FUND:		
SCHOOL LUNCH ACCOUNT		
INCOME:		
Balance from FY19	$	(393)
Total Receipts, FY20	$	261,274
Total Revenues	**$**	**260,882**
EXPENSES:		
Total Expenditures, FY20	$	260,882
BALANCE TO FY21	**$**	**260,882**
SPECIAL ED - CIRCUIT BREAKER		
INCOME:		
Balance from FY19	$	760,237
Total Receipts, FY20	$	880,191
Total Revenues	**$**	**1,640,428**
EXPENSES:		
Total Expenditures, FY20	$	760,237
BALANCE TO FY21	**$**	**880,191**

Information At A Glance

Southborough Town House
17 Common Street
Southborough, MA 01772

Phone: 508-485-0710
Fax: 508-480-0161
@17 Common

EMERGENCY NUMBER - 911
[Police, Fire, Ambulance]

DEPARTMENT	PHONE	CONTACT NAME
Accounting	508-485-0710	Carla McAuliffe, Town Accountant
Animal Control Officer	508-485-7817	Jennifer Condon
Assessors	508-485-0720	Paul Cibelli, Principal Assessor
Board of Health	508-481-3013	Heather Alker, MD, Public Health Director
Board of Selectmen	508-485-0710	Mark Purple, Town Administrator
Building Department	508-485-0717	Laurie Livoli, Building Commissioner
Conservation Commission	508-485-0710	Melissa Danza, Conservation Agent
Department of Public Works [incl. Water, Cemetery, Tree]	508-485-1210	Karen Galligan, DPW Superintendent
Facilities Department	508-485-8175	John Parent, Director of Facilities
Fire Department	508-485-3235	Steven Achilles, Fire Chief
Housing Authority	508-481-2166	Lynne Moreno, Director
Library	508-485-5031	Ryan Donovan, Director
Planning Board	508-485-0710	Karina Quinn, Town Planner
Police Department	508-485-2147	Kenneth Paulhus, Police Chief
Transfer Station	508-485-2511	Hours: 8:00 a.m. - 6:00 p.m. Wednesday - Saturday
Recreation Commission	508-229-4452	Tim Davis, Recreation Director
Senior Center	508-229-4453	Pamela LeFrancois, COA Director
Town Clerk	508-485-0710	James Hegarty, Town Clerk
Treasurer/Collector	508-485-0710	Brian Ballantine, Finance Director
Veterans' Agent	508-229-2172	Brian Stearns
Youth and Family Services	508-481-5676	Sarah Cassell, Director
Zoning Board of Appeals	508-485-0717	

PUBLIC SCHOOLS		
Albert S. Woodward [Gr. 2-3]	508-229-1250	Steven Mucci, Principal
Algonquin Regional High School	508-351-7010	Sean Bevan, Principal
Assabet Valley Regional Technical	508-485-9430	Mark Hollick, Principal
Margaret Neary [Gr. 4-5]	508-481-2300	Kathleen Valenti, Principal
Mary Finn [Pre-K-1]	508-485-3176	Clayton Ryan, Principal
Superintendent's Office	508-486-5115	Gregory Martineau, Superintendent
Trottier Middle School [Gr. 6-8]	508-485-2400	Gary Hreschuk, Principal

OTHER SERVICES		
Citizen Information	1-800-392-6090	Secretary of State's Office
Historical Museum	Open by Appointment	Southborough Historical Society www.southboroughhistory.org
Home Delivered Meals for Elders	508-573-7200	BayPath Elder Services
Southborough Access Media	508-481-3292	Katelyn Willis, Executive Director
Southborough Community House	508-485-4887	Bea Ginga
Southborough Post Office	508-485-4736	
Cable TV Provider	1-833-267-6094	Charter Communications
Cable TV Provider	1-800-837-4966	Verizon
Electricity Aggregation Program	1-833-272-9591	Southborough Community Power Choice
Electricity Provider	1-800-592-2000	Eversource
Electricity Provider	1-800-322-3223	National Grid